



HEALTH AFFAIRS



Learning Management System (LMS)

HIPAA Training: 2005 Summer Sessions

TMA Privacy Office

*This document contains proprietary information and will be handled within Government regulations.
It is intended solely for the use and information of the Military Health System.*

Agenda

- Introduction to the LMS
- Basic Student Functions
- Training Administrator Functions

Training Objectives

- Upon completion of this lesson, you will be able to:
 - Describe the purpose of the LMS
 - Assist students with registration
 - Assist students with accessing courses
 - Describe the purpose of course examinations
 - Describe the LMS functionality that is used by a Training Administrator
 - Perform Training Administration tasks

Administration

- Target Audience:
 - Individuals who have been assigned Training Administrator responsibilities

Introduction to the LMS

Objectives

- Upon completion of this module, you should be able to:
 - Describe the purpose of the LMS
 - Identify the type of content available on the LMS
 - Describe the LMS student population
 - Describe LMS roles and responsibilities
 - Identify best practices in using the LMS

Why HIPAA Training?

- 164.530 (HIPAA Rule)
 - “A covered entity must train all members of its workforce on the policies and procedures with respect to protected health information...”
- DoD 6025.18-R, C-14.2 (Privacy Regulation)
 - “Contracted healthcare providers and other contracted personnel...shall be included in the training...”

What is an LMS?

- The TMA Privacy Officer deployed the Learning Management System (LMS) as a tool to manage HIPAA training
- The initial use of the LMS was HIPAA Privacy training
- Use has been expanded to include HIPAA Security training

Why use the LMS?

- LMS is web-based and easily accessible
- Course content includes HIPAA Privacy and Security training approved by the TMA Privacy Office
- Courses are assigned and specific to job function
- Training is documented
 - 164.530 (HIPAA rule) “A covered entity must document that the training ...has been provided”
- Customized reports can be generated for monthly status updates
- Covered entities are able to manage their student populations and reflect this in monthly reports
 - Determine which students are delinquent and for how long
 - Designate deployed students as such

LMS Details

- The LMS is a web based tool
 - Server is maintained by TMA
 - Software vendor is *Plateau*
 - Course content is provided by *Quick Compliance*
 - Additional content is added as it is created by the HIPAA support staff

LMS Terminology

- Domain
 - A segment of the student population within the LMS
 - Selected during student registration
 - Provides a way to filter reports
- Component
 - An element of learning formally managed by the LMS
 - i.e., courses and exams
- Qualification
 - A group of components that are related to a given job position, skill, or specialty
- Completion Status
 - Complete: All components within the qualification have been successfully completed
 - Incomplete: One or more component within the qualification has not been successfully completed

Content Available on the LMS

- Courses
 - Privacy
 - Required and optional privacy courses
 - Security
 - Security 101
 - Optional courses will be posted at a later date
 - Note: The content provided in the LMS does NOT address HIPAA implementation at your local level. Additional training is required to address your local policies and procedures.
- Software Manuals
 - Manuals for the LMS, HIPAA BASICS™, and the PHIMT
 - Other training materials
 - Materials used in WebEx training sessions
 - Training related materials as appropriate

Required and Optional Courses

- For each qualification, certain courses are required and other courses are assigned as optional
 - Courses appear in the student's Development Plan
- Required Courses
 - Must be completed for a student to receive credit for the qualification
- Optional Courses
 - Do not have to be completed
 - Are not part of qualifications
- Courses are accessible through the Course Catalog
 - Students can take any course that appears in the Catalog

Job Positions within the LMS

- Job Position
 - Used to assign qualifications
 - Assigned courses appear in a student's Development Plan

Senior Executive Staff	Administrative Support
Provider	Information Management/Technology
Ancillary Clinic	Medical Records/Patient Admin
Nursing	Facility Support Services
Business/Finance	Volunteers*

* New contractors should register under their appropriate job function. Existing contractors should change their job position to one which reflects their current duties.

LMS User Population

- Current student population **166,637** students distributed across 10 job positions
 - 17,522: Admin Support
 - 32,717: Ancillary Clinical
 - 3,491: Business/Finance
 - 15,104: Facility Support Services
 - 7,005: IM/IT
 - 13,836: Medical Records/Patient Admin
 - 44,597: Nursing
 - 22,628: Provider
 - 3,192: Senior Executive Staff
 - 6,545: Volunteers

LMS Responsibilities

- TMA Privacy Office
 - Provides access to training materials for HIPAA Privacy and Security on the LMS
- Service Representatives
 - Communicate with Privacy Officer
 - Forward Training Administrator account requests to Support Center
- HIPAA Support Center
 - Establishes Training Administrator accounts
 - Assists with requests for help with the LMS
- Privacy Officer
 - Communicates with Training Administrators

LMS Roles and Responsibilities

- Training Administrators
 - Maintain student accounts
 - Perform LMS student population management
- Students
 - Primary users of the LMS
 - Complete HIPAA training
 - Maintain student profile

Training Administrator Responsibilities

- Coordinate HIPAA Training with the Privacy/Security Officer(s)
- Implement HIPAA Training at the MTF level
- LMS administration
- Track completion progress
- Communicate with MTF personnel
- Communicate with Service Representatives through the appropriate chain of command

Training Administrator Responsibilities

- It should be communicated to all employees at your facility that HIPAA training is:
 - **Mandated by federal law and required** within 30 days of reporting for any and all individuals working in a covered entity
 - A job responsibility
 - Required by the compliance dates (Privacy- April 14, 2003, Security- April 21, 2005) or following the hire of new employees
- Following initial HIPAA training, annual refresher training is required and must be completed within 30 days of the assignment of the Refresher requirement

Training Admin Best Practices

- Mandate a stop at the HIPAA Compliance (or Facility Staff Education) Office during in and out-processing
 - Have specific requirement on check in/check out sheet
- Establish a training room with computers configured with the necessary system requirements for the LMS
 - Have LMS expert available for in-room assistance
- Instruct students to maintain personal Training Record

Training Admin Checklist

- ✓ Reconcile duplicates
- ✓ Run monthly report with student details to determine delinquencies
- ✓ Mark transferred students “inactive”
- ✓ Mitigate the LMS registered employees against your MTF personnel roster to determine who has not registered and taken the training
- ✓ Verify that students are correctly marked as deployed
- ✓ Verify that all new employees have correctly self-registered in the LMS

Commonly Reported Issues (1 of 2)

- My Student ID and Password aren't working
 - Instruct the student not to copy and paste their Student ID or Password. This may result in the addition of extra spaces, making the login information unrecognizable. Advise the student to always type their Student ID and Password directly in to the appropriate textboxes.
- When I launch a course, I get the error "SCORM API Adaptor Not Found"
 - Instruct the student to click the "Browser Check" button in the upper right corner of their screen. This will review their browser and ensure that it meets the minimum requirements to successfully access course materials. It is probable that they are missing a system requirement for properly loading LMS courses on their computer. Instruct the student to contact their local IT department and have them install the missing component (most probably Microsoft/Java Virtual Machine) on the computer.



Commonly Reported Issues (2 of 2)

- When I launch a course, the page gets stuck on “Searching for SCORM API Adaptor”
 - Instruct the student to check the web address of their browser. The URL should read **https://hipaatraining.tricare.osd.mil**. If “www” is included in the URL, the course will not be able to load properly. Instruct the student to delete the “www” from the URL and press “enter” to reload the page
- When I try to print a certificate I get an error that says “Internet Explorer cannot download launchReportGenerator.do”
 - Instruct the student complete the following steps:
 1. Select Tools from the top of the Internet Explorer window
 2. Select Internet Options
 3. Select the Advanced Tab
 4. Scroll down until you see HTTP 1.1 Settings
 5. Check the box that says "Use HTTP 1.1 through proxy connections"
 6. Select Apply
 7. Select OK
 8. Print your certificate

Summary

- You should now be able to:
 - Describe the purpose of the LMS
 - Identify the type of content available on the LMS
 - Describe the LMS student population
 - Describe Training Administrator LMS role and responsibilities
 - Identify best practices in using the LMS

LMS Student Functionality

LMS Student Functionality

Objectives

- Upon completion of this lesson, you should be able to:
 - Describe the basic functions of the LMS used by students
 - Identify the steps required for student access to courses within the LMS
 - Describe the function of the survey and the exam
 - Describe how to provide printed course completion documents

LMS Student Functions

- Login
 - New Students
 - Existing Students
- View Development Plan
- Complete a course
- Complete an exam
- View Learning History
- Print certificates and qualification reports
- Update student profile

Accessing the LMS

- <https://hipaatraining.tricare.osd.mil>
- Students should self-register
 - Training Administrators can create student accounts if the student does not have access to a computer
 - Students should **NOT** re-register under any circumstance
 - Training Administrators should provide users with the Domain ID

Accessing the LMS (1 of 3)

- New students must self register to access the LMS
- Existing students just log in
- Please emphasize to student population:
 - **DO NOT SELF REGISTER MORE THAN ONCE**

Students

[Simple Search](#) | [Advanced Search](#) | [Add New](#) | [Help](#) |


> Search

Search

Results

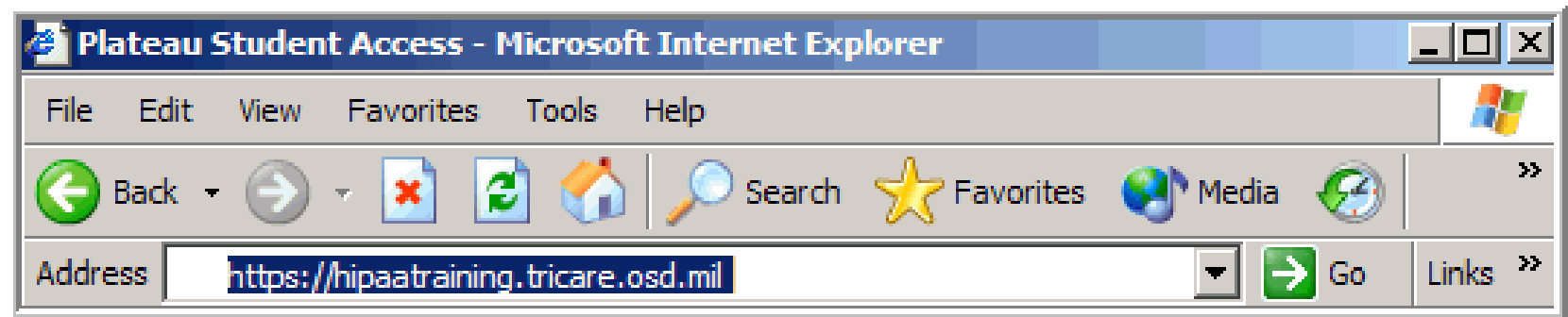
View Student Results

Student ID	Name	
346323	Brown, Gail A	View Edit Delete Copy
76	Brown, Gail A	View Edit Delete Copy
77	Brown, Gail A	View Edit Delete Copy



LMS URL

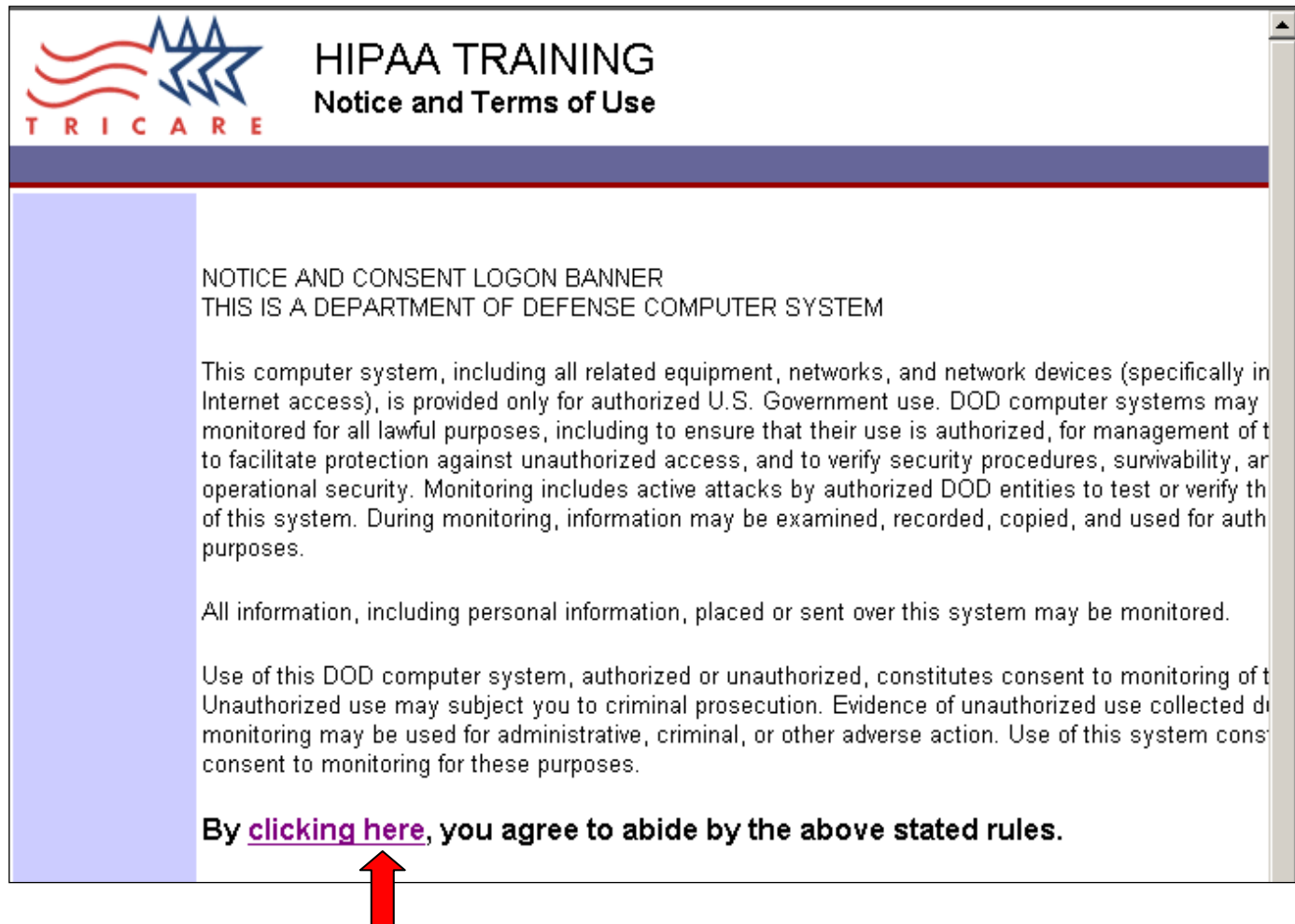
<https://hipaatraining.tricare.osd.mil>



LMS Student Functionality

Accessing the LMS

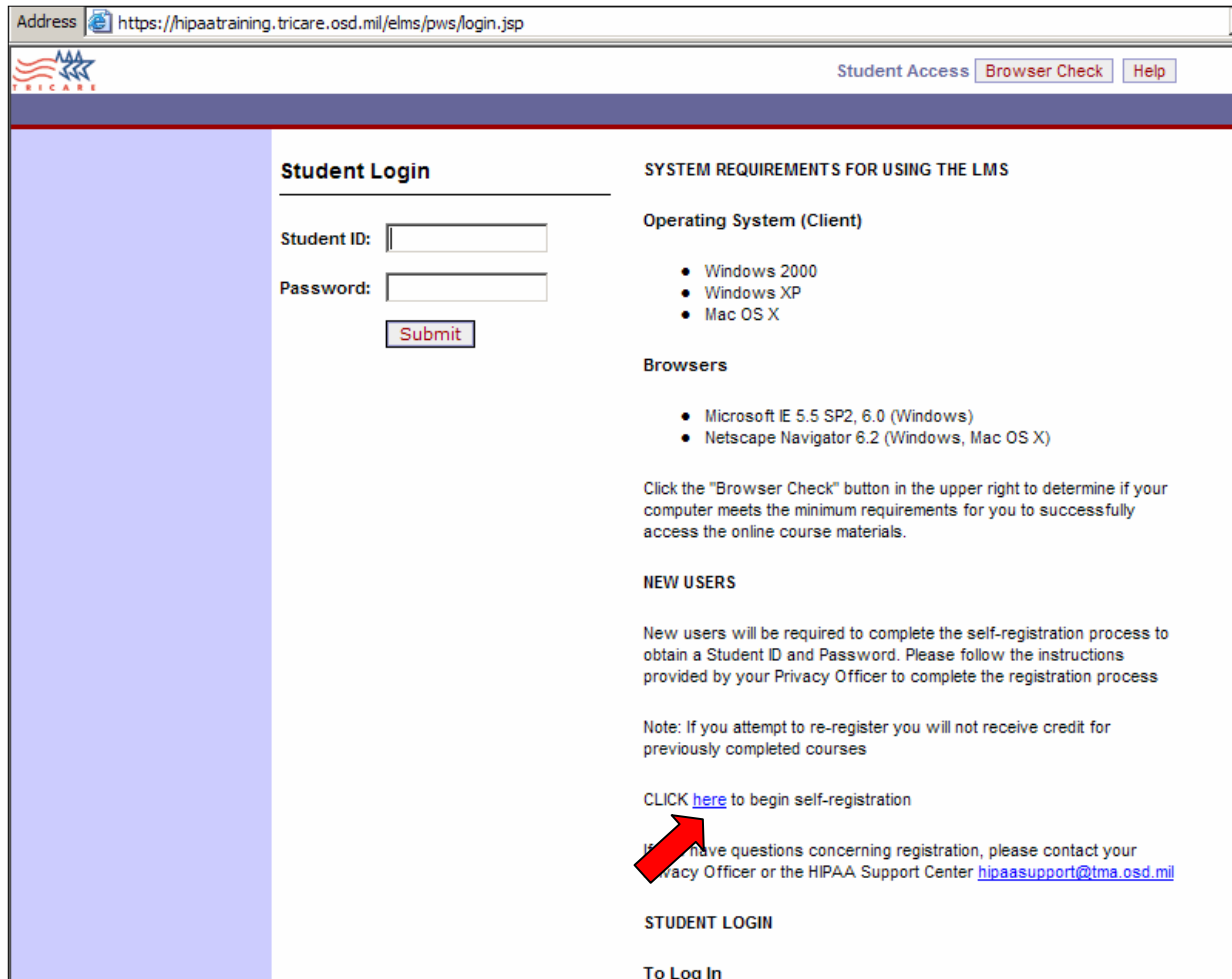
- Click the [clicking here](#) hyperlink




LMS Student Functionality

New Student: Self Registration (1 of 2)

1. Click the self-registration hyperlink



The screenshot shows a web browser window with the address bar displaying <https://hipaatraining.tricare.osd.mil/elms/pws/login.jsp>. The page features a TRICARE logo on the left and a header with "Student Access", "Browser Check", and "Help" buttons. The main content area is divided into two columns. The left column, titled "Student Login", contains input fields for "Student ID:" and "Password:", followed by a "Submit" button. The right column, titled "SYSTEM REQUIREMENTS FOR USING THE LMS", lists "Operating System (Client)" requirements (Windows 2000, Windows XP, Mac OS X) and "Browsers" (Microsoft IE 5.5 SP2, 6.0 (Windows), Netscape Navigator 6.2 (Windows, Mac OS X)). Below this, it instructs users to click the "Browser Check" button. Further down, under "NEW USERS", it states that new users must complete self-registration and provides instructions for re-registration. A red arrow points to the text "CLICK [here](#) to begin self-registration". At the bottom, it provides contact information for registration questions and a "STUDENT LOGIN" section with a "To Log In" link.

Address  <https://hipaatraining.tricare.osd.mil/elms/pws/login.jsp>

TRICARE

Student Access [Browser Check](#) [Help](#)

Student Login

Student ID:

Password:

[Submit](#)

SYSTEM REQUIREMENTS FOR USING THE LMS

Operating System (Client)

- Windows 2000
- Windows XP
- Mac OS X

Browsers

- Microsoft IE 5.5 SP2, 6.0 (Windows)
- Netscape Navigator 6.2 (Windows, Mac OS X)

Click the "Browser Check" button in the upper right to determine if your computer meets the minimum requirements for you to successfully access the online course materials.

NEW USERS

New users will be required to complete the self-registration process to obtain a Student ID and Password. Please follow the instructions provided by your Privacy Officer to complete the registration process.

Note: If you attempt to re-register you will not receive credit for previously completed courses.

CLICK [here](#) to begin self-registration

If you have questions concerning registration, please contact your Privacy Officer or the HIPAA Support Center hipaasupport@tma.osd.mil

STUDENT LOGIN

To Log In

LMS Student Functionality

New Student: Self Registration (2 of 2)

2. Enter and confirm password
3. Enter student name
4. Select domain and job position
5. Enter email address (must end in .mil)
6. Enter commercial phone number
7. Click **Submit**

Student Access [Browser Check](#) [Help](#)

Student Registration Form

Note: Please remember your system-generated Student ID as it will be used everytime you log in. Fields marked with an * are required and the password must be at least 8 characters long and contain characters from all five of the following classes:

1. English uppercase and lowercase letters
2. Arabic numerals (0,1,2,...9)
3. Non alphanumeric special characters (!,@,#,-)
4. Cannot contain Student ID or Full Name
5. Single Characters cannot be repeated more than twice in a row.

Student ID: 609806

* Password:


* Re-Enter Password:

* First Name:

* Last Name:

Middle Initial:

* Email:

* Domain: 

* Job Position:

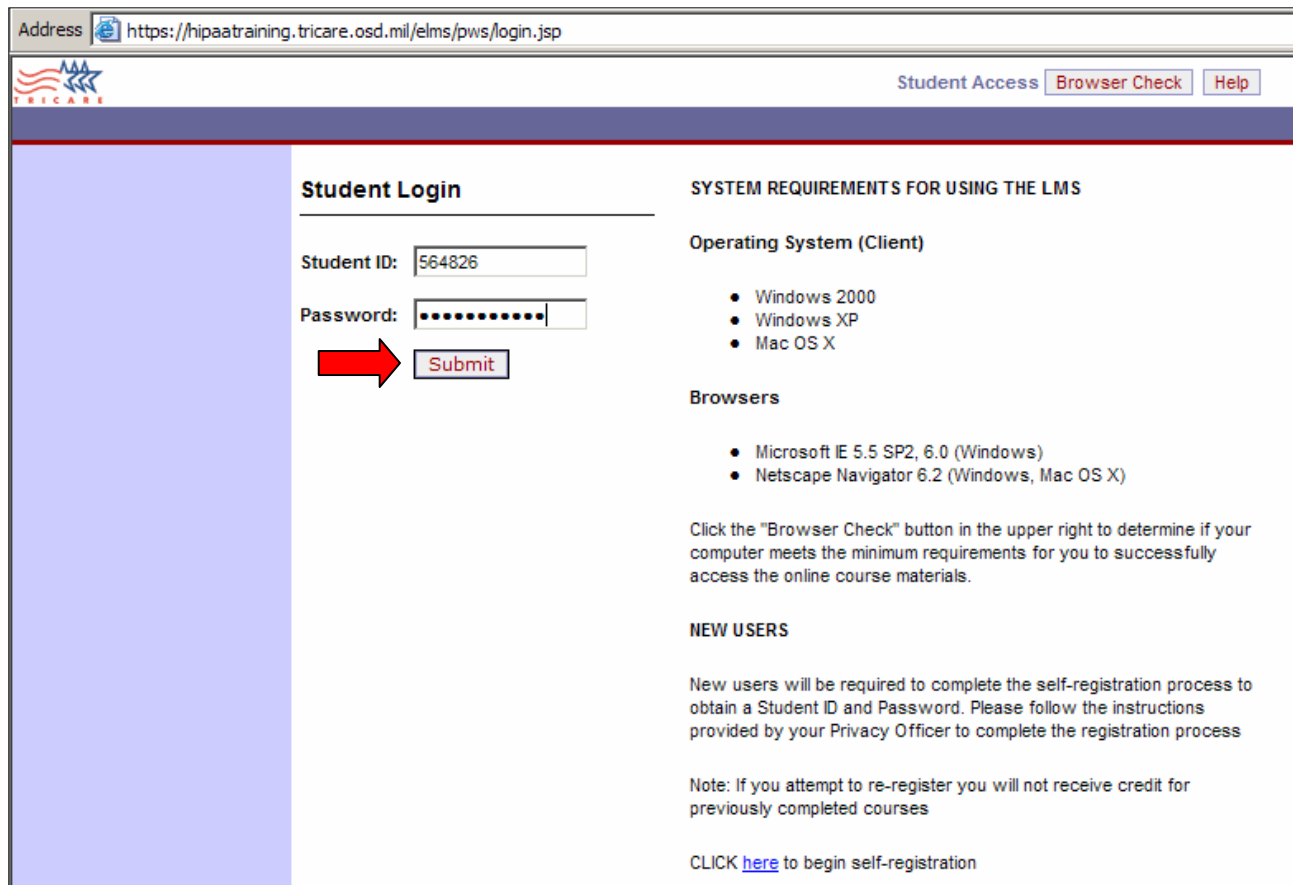
Commercial Phone:
Ancillary Clinical
Business / Finance Office
Facility Support Services
Information Management
Medical Records/Patient Administration
Nursing

[Submit](#) [Reset](#)


LMS Student Functionality


Student Login: Existing Student

1. Enter Student ID and Password
2. Click **Submit**



The screenshot shows a web browser window with the address bar displaying `https://hipaatraining.tricare.osd.mil/elms/pws/login.jsp`. The page features the TRICARE logo in the top left and navigation links for "Student Access", "Browser Check", and "Help" in the top right. The main content area is divided into two columns. The left column, titled "Student Login", contains input fields for "Student ID" (with the value "564826") and "Password" (masked with dots), followed by a red arrow pointing to a "Submit" button. The right column, titled "SYSTEM REQUIREMENTS FOR USING THE LMS", lists "Operating System (Client)" requirements (Windows 2000, Windows XP, Mac OS X) and "Browsers" requirements (Microsoft IE 5.5 SP2, 6.0 (Windows), Netscape Navigator 6.2 (Windows, Mac OS X)). Below these requirements, a note advises users to click the "Browser Check" button to verify system compatibility. Further down, a section for "NEW USERS" explains the self-registration process and includes a note about re-registration credit. At the bottom, a link labeled "here" is provided to begin self-registration.


Address  `https://hipaatraining.tricare.osd.mil/elms/pws/login.jsp`

 Student Access [Browser Check](#) [Help](#)

Student Login

Student ID:

Password:



SYSTEM REQUIREMENTS FOR USING THE LMS

Operating System (Client)

- Windows 2000
- Windows XP
- Mac OS X

Browsers

- Microsoft IE 5.5 SP2, 6.0 (Windows)
- Netscape Navigator 6.2 (Windows, Mac OS X)

Click the "Browser Check" button in the upper right to determine if your computer meets the minimum requirements for you to successfully access the online course materials.

NEW USERS

New users will be required to complete the self-registration process to obtain a Student ID and Password. Please follow the instructions provided by your Privacy Officer to complete the registration process

Note: If you attempt to re-register you will not receive credit for previously completed courses

CLICK [here](#) to begin self-registration

Student Login: Change Password

- If an existing student is logging in after their password has been reset by the Training Administrator, they will be prompted to change their password immediately

LMS Student Functionality

Changing Password

1. Enter the old password
2. Enter a new password in the New Password and Verify Password fields
3. Click **Apply Changes**

Student Information ?

> Student Information > Change Password

Change Your Password

Note: Your new password cannot contain the same string of four characters in a row if that same four-character string was part of your old password. Password must be at least 8 characters long and must contain characters from all six of the following classes:

1. English uppercase and lowercase letters
2. Arabic numerals (0,1,2,...9)
3. Non alphanumeric special characters (!,@,#,-)
4. Cannot contain Student ID or Full Name
5. Single Characters cannot be repeated more than twice in a row
6. Cannot be one of the previous 6 passwords.

Enter your old password:

Enter your new password:

Verify your new password:

Apply Changes

Reset

LMS Student Functionality

Development Plan

- After registration or login, the Development Plan is displayed
- Status column provides access to courses

The screenshot displays the 'Development Plan' page for a student named Tiffany Luhring. The page features a sidebar with navigation links and a main content area with a table of available components. A red box highlights the 'Status' column, which contains links like 'Launch' and 'Prerequisites incomplete'.

Development Plan

> View Development Plan

The Development Plan provides a list of all available components specific to your learning needs and your current enrollment. To view your current enrollment, select **Current Enrollment** from the **Filter** drop-down menu. To launch a course select the "**Launch**" hyperlink under **Status**. For additional details of a course, click on the **Component** hyperlink.

Filter: Component

Component Title Component Type/Component ID	Req. Date	Req. Type	Assigned By	Status
Security 101: Introduction to HIPAA Security ONLINE SEC 101 (Rev 9/24/2004 02:15:33 PM Eastern Standard Time)		Completion of this Component is Required	Admin	Launch
Volunteer Privacy Refresher Course ONLINE PRIVACY REFRESHER VL (Rev 4/26/2004 10:54:55 AM Eastern Standard Time)		Completion of this Component is Required	Admin	Prerequisites incomplete
Privacy Awareness ONLINE PRIVACY101 (Rev 1/16/2003 01:28:24 PM Eastern Standard Time)		Completion of this Component is Required	Admin	Launch

LMS Student Functionality

Launching a Course (1 of 4)

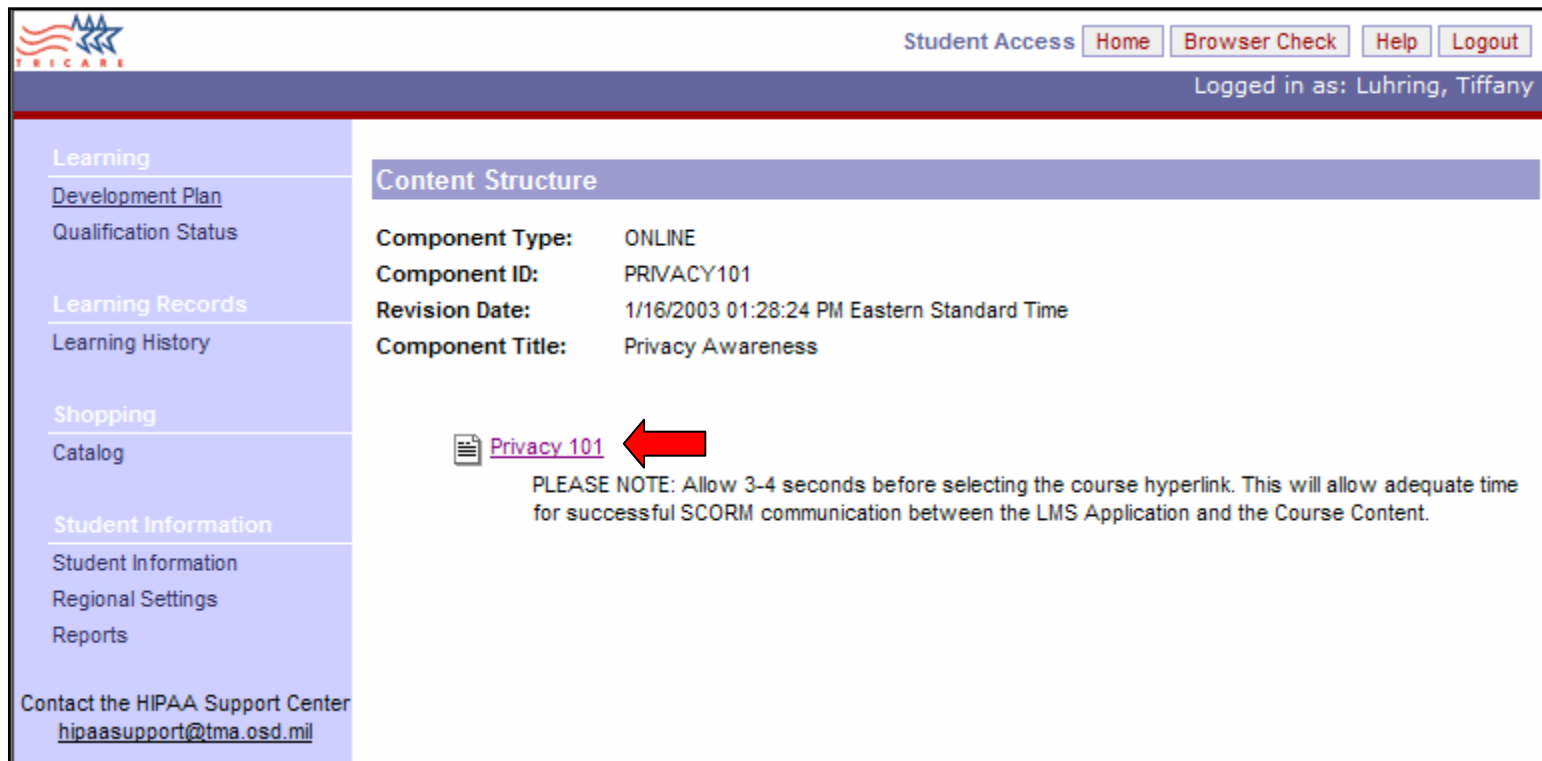
1. In the Development Plan, click [Launch](#) to begin the desired course

The screenshot shows the LMS Student Access interface. The top navigation bar includes links for Home, Browser Check, Help, and Logout, and indicates the user is logged in as Tiffany Luhring. The sidebar on the left contains links for Learning, Learning Records, Shopping, Student Information, and Contact the HIPAA Support Center. The main content area is titled 'Development Plan' and includes a 'View Development Plan' link. Below this, a 'Development Plan' section explains the purpose of the plan and provides instructions on how to launch a course. A 'Filter' dropdown menu is set to 'Component'. A table lists three course components: 'Security 101: Introduction to HIPAA Security', 'Volunteer Privacy Refresher Course', and 'Privacy Awareness'. The 'Privacy Awareness' component has a 'Launch' link highlighted with a red arrow.

Component Title Component Type/Component ID	Req. Date	Req. Type	Assigned By	Status
Security 101: Introduction to HIPAA Security ONLINE SEC 101 (Rev 9/24/2004 02:15:33 PM Eastern Standard Time)		Completion of this Component is Required	Admin	Launch
Volunteer Privacy Refresher Course ONLINE PRIVACY REFRESHER VL (Rev 4/26/2004 10:54:55 AM Eastern Standard Time)		Completion of this Component is Required	Admin	Prerequisites incomplete
Privacy Awareness ONLINE PRIVACY101 (Rev 1/16/2003 01:28:24 PM Eastern Standard Time)		Completion of this Component is Required	Admin	Launch

Launching a Course (2 of 4)

2. In the Content Structure view, click the course title hyperlink to begin the course



The screenshot displays the LMS Student Access interface. At the top, the TRICARE logo is on the left, and navigation links for Home, Browser Check, Help, and Logout are on the right. The user is logged in as Tiffany Luhring. A left-hand menu contains links for Learning (Development Plan, Qualification Status), Learning Records (Learning History), Shopping (Catalog), and Student Information (Student Information, Regional Settings, Reports). The main content area is titled 'Content Structure' and shows course details: Component Type: ONLINE, Component ID: PRIVACY101, Revision Date: 1/16/2003 01:28:24 PM Eastern Standard Time, and Component Title: Privacy Awareness. Below this, a document icon precedes the course title 'Privacy 101', which is underlined and highlighted by a red arrow. A note below the arrow states: 'PLEASE NOTE: Allow 3-4 seconds before selecting the course hyperlink. This will allow adequate time for successful SCORM communication between the LMS Application and the Course Content.' At the bottom left, contact information for the HIPAA Support Center is provided.

Student Access [Home](#) [Browser Check](#) [Help](#) [Logout](#)

Logged in as: Luhring, Tiffany

Learning
[Development Plan](#)
[Qualification Status](#)

Learning Records
[Learning History](#)


Shopping
[Catalog](#)

Student Information
[Student Information](#)
[Regional Settings](#)
[Reports](#)

Contact the HIPAA Support Center
hipaasupport@tma.osd.mil

Content Structure

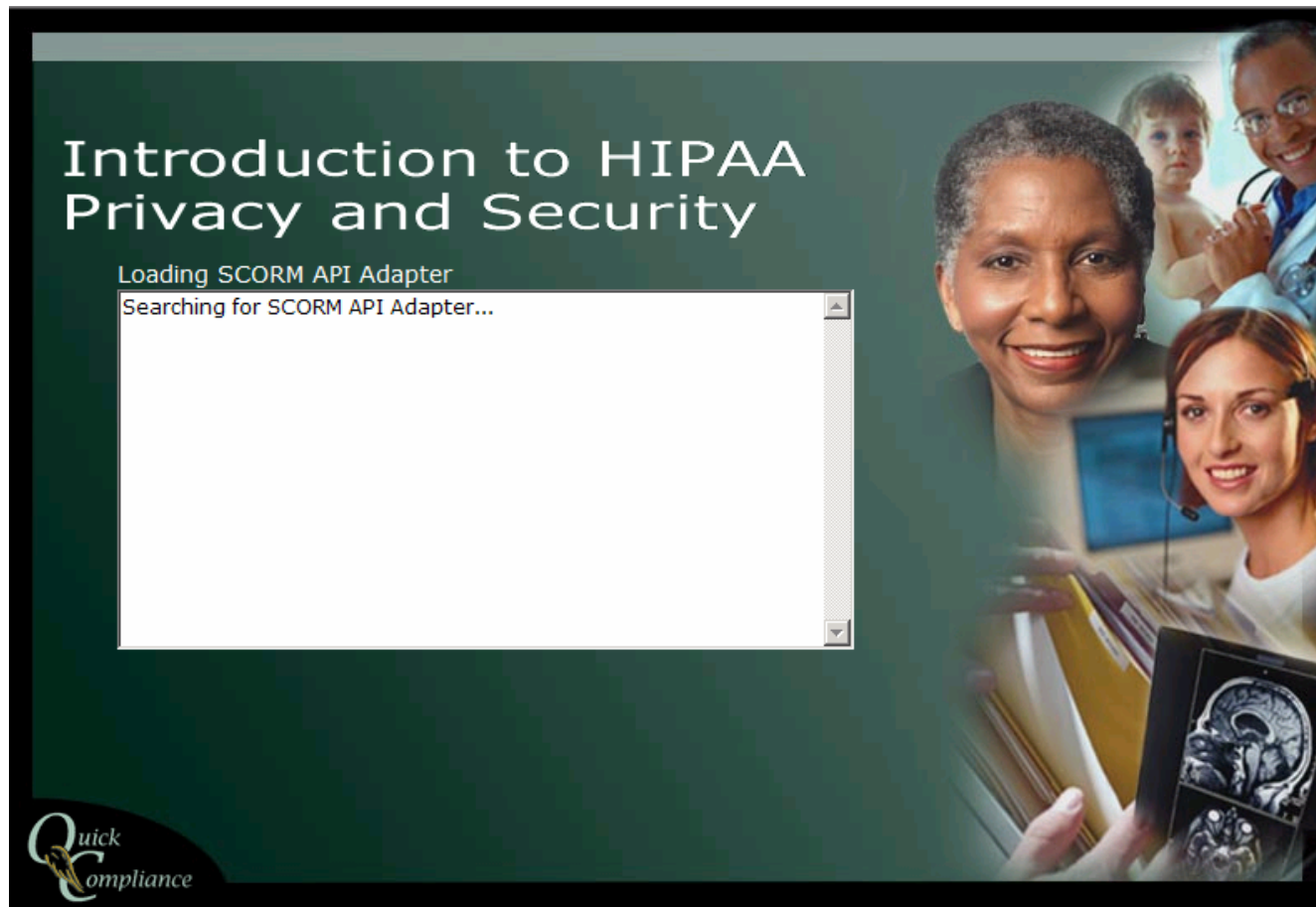
Component Type: ONLINE
Component ID: PRIVACY101
Revision Date: 1/16/2003 01:28:24 PM Eastern Standard Time
Component Title: Privacy Awareness

 [Privacy 101](#)

PLEASE NOTE: Allow 3-4 seconds before selecting the course hyperlink. This will allow adequate time for successful SCORM communication between the LMS Application and the Course Content.

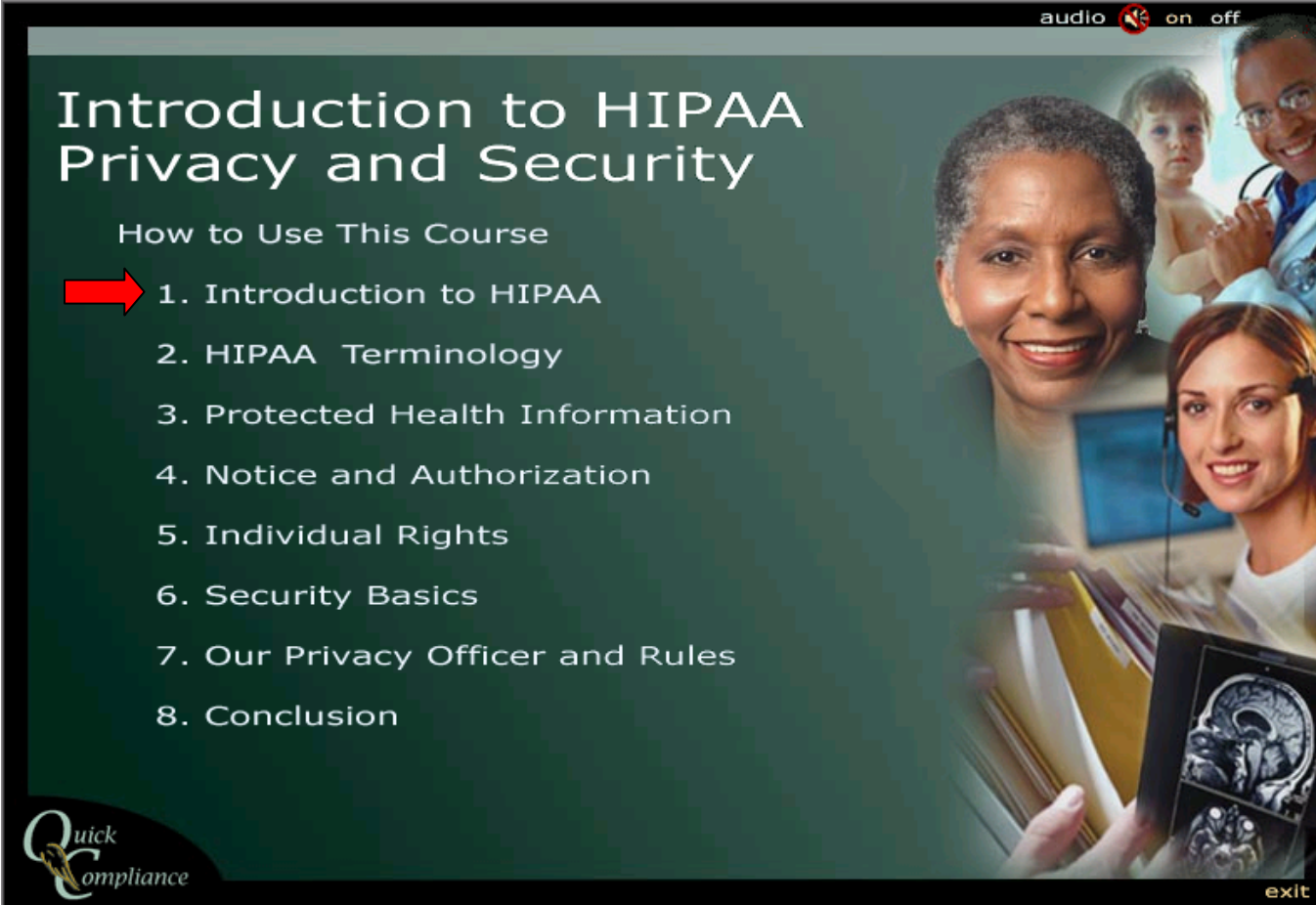
Launching a Course (3 of 4)

- The SCORM Adapter will load in a new browser window.
*This is **not** an error.*




Launching a Course (4 of 4)

- The course will display
- To begin a lesson, click on the lesson's title




The screenshot shows a course interface with a dark green background. At the top right, there is an 'audio' icon with a red 'X' and the text 'on off'. The main title 'Introduction to HIPAA Privacy and Security' is displayed in white. Below it, the subtitle 'How to Use This Course' is shown. A red arrow points to the first item in a numbered list: '1. Introduction to HIPAA'. The list continues with '2. HIPAA Terminology', '3. Protected Health Information', '4. Notice and Authorization', '5. Individual Rights', '6. Security Basics', '7. Our Privacy Officer and Rules', and '8. Conclusion'. On the right side, there is a collage of images: an elderly woman, a young child, a male doctor, and a female customer service representative. At the bottom left, the 'Quick Compliance' logo is visible, and at the bottom right, there is an 'exit' button.

audio  on off

Introduction to HIPAA Privacy and Security

How to Use This Course

- ➔ 1. Introduction to HIPAA
2. HIPAA Terminology
3. Protected Health Information
4. Notice and Authorization
5. Individual Rights
6. Security Basics
7. Our Privacy Officer and Rules
8. Conclusion

 exit

Exiting a Course Prior to Completion (1 of 2)

- To exit the course, click the **menu** button in the upper right corner to return to the main menu



The screenshot shows a course page with a dark green header. On the left is the 'Quick Compliance' logo. The header text is '3. Protected Health Information'. On the right side of the header are four buttons: 'back', 'next', 'menu', and 'glossary'. A red arrow points to the 'menu' button. Below the header, the main content area has a title 'Protected Health Information' in red. Below the title is a paragraph: 'I'm not sure I totally understand Protected Health Information. I've got a few questions I need to have answered.' To the left of this text is a mouse cursor icon. Below the paragraph is a blue link: 'Click the questions below for answers about PHI.' To the right of the text is a photo of a smiling man. Below the link is a bulleted list of four questions, each with a blue underlined link: 'What is PHI?', 'What is "individually identifiable"?', 'What form does PHI take?', and 'What is not considered PHI?'. At the bottom of the page, there is a footer bar with the text 'INTRODUCTION TO HIPAA PRIVACY AND SECURITY'. On the right side of the footer bar is a 'case study...' icon with a book and the text 'Click Case Study for an example of a privacy breach. To continue, click Next.' In the bottom right corner of the page is the text 'Screen 2 of 8'.

Quick Compliance

3. Protected Health Information

back next **menu** glossary

Protected Health Information

I'm not sure I totally understand Protected Health Information. I've got a few questions I need to have answered.

Click the questions below for answers about PHI.

- [What is PHI?](#)
- [What is "individually identifiable"?](#)
- [What form does PHI take?](#)
- [What is not considered PHI?](#)

case study...

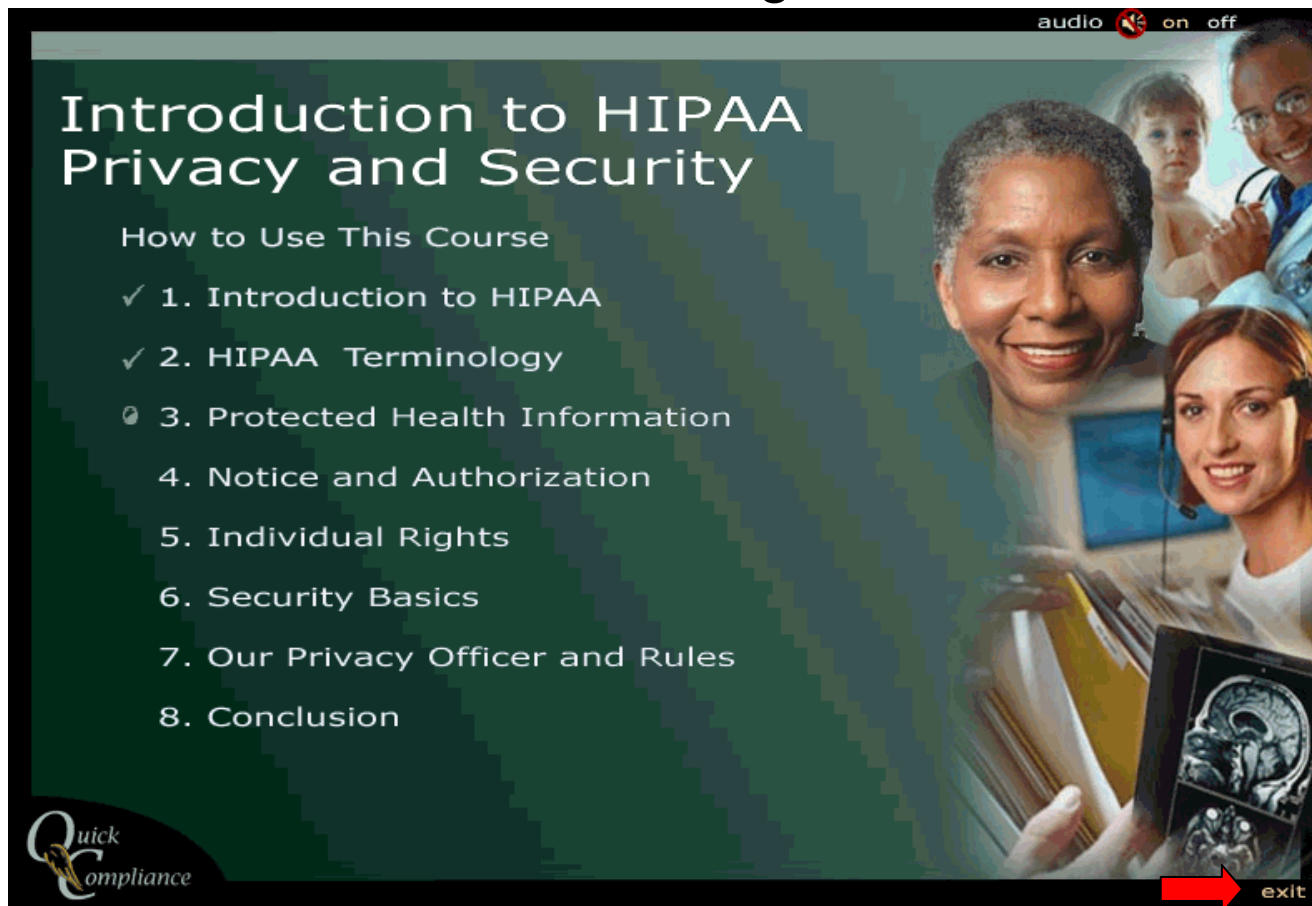
Click **Case Study** for an example of a privacy breach. To continue, click [Next](#).

Screen 2 of 8

INTRODUCTION TO HIPAA PRIVACY AND SECURITY

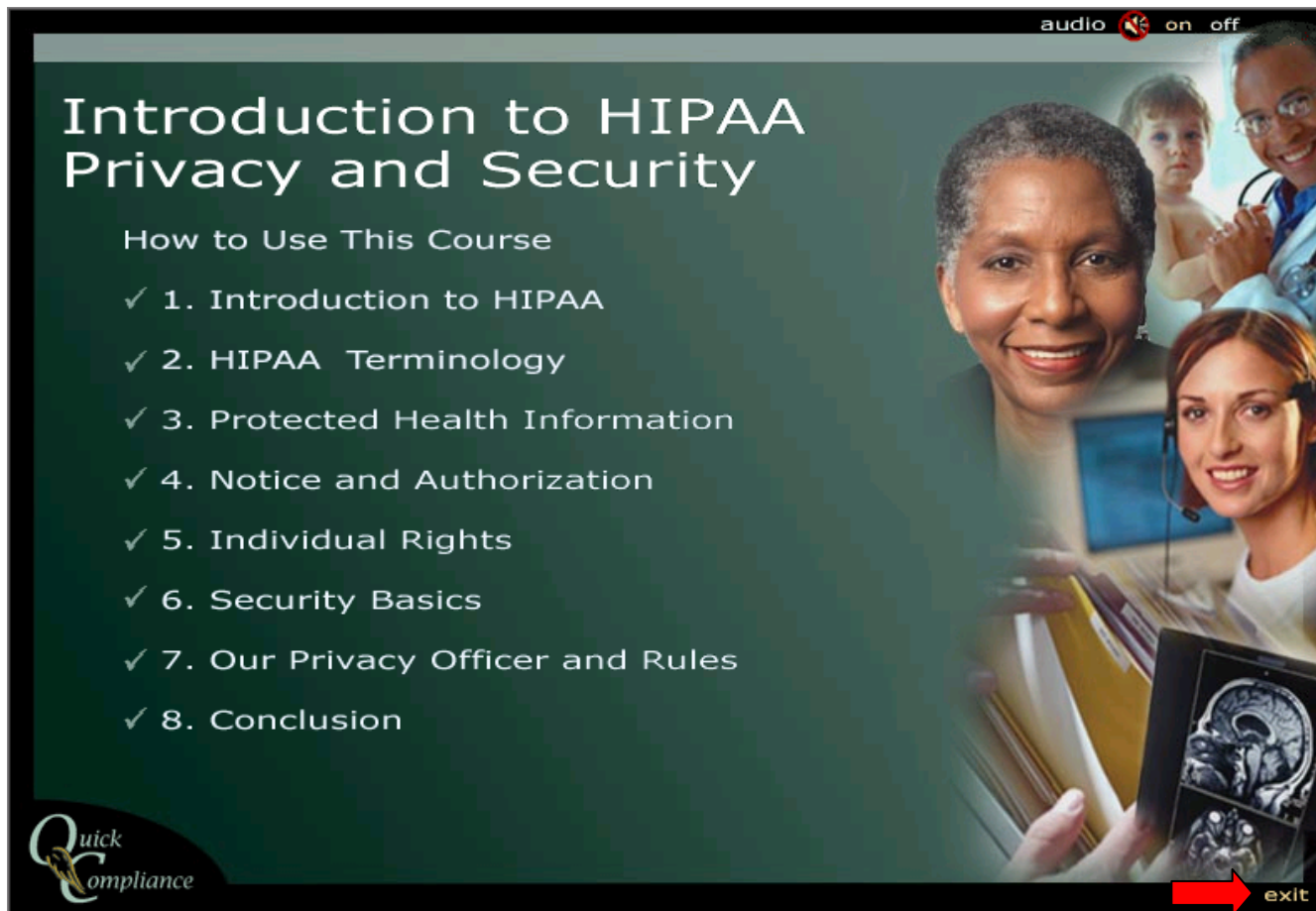
Exiting a Course Prior to Completion (2 of 2)

- Note the status of the course completion
- Click the **exit** button in the lower right corner



Exiting After Completing a Course

- Ensure all sections are marked complete with a check mark
- Click the [exit](#) button to ensure that credit is granted



New Content: Privacy Refresher and Security

- Presentation has an improved course format
- Location of the **NEXT** and **Exit** buttons are consistent

The screenshot shows a presentation interface for 'Quick Compliance'. The slide is titled 'SECURITY 101: Introduction to HIPAA Security'. It lists eight topics: 1. Introduction, 2. Controlling Access, 3. Physical Safeguards, 4. Technical Safeguards, 5. Paper PHI Security, 6. Maintaining Data, 7. Our Security Official and Rules, and 8. Conclusion. A red arrow points to the 'Exit' button in the top right corner. Another red arrow points to the 'NEXT' button in the bottom right corner.

Quick Compliance

Audio on off Exit

SECURITY 101: Introduction to HIPAA Security

How to use this course

1. Introduction
2. Controlling Access
3. Physical Safeguards
4. Technical Safeguards
5. Paper PHI Security
6. Maintaining Data
7. Our Security Official and Rules
8. Conclusion

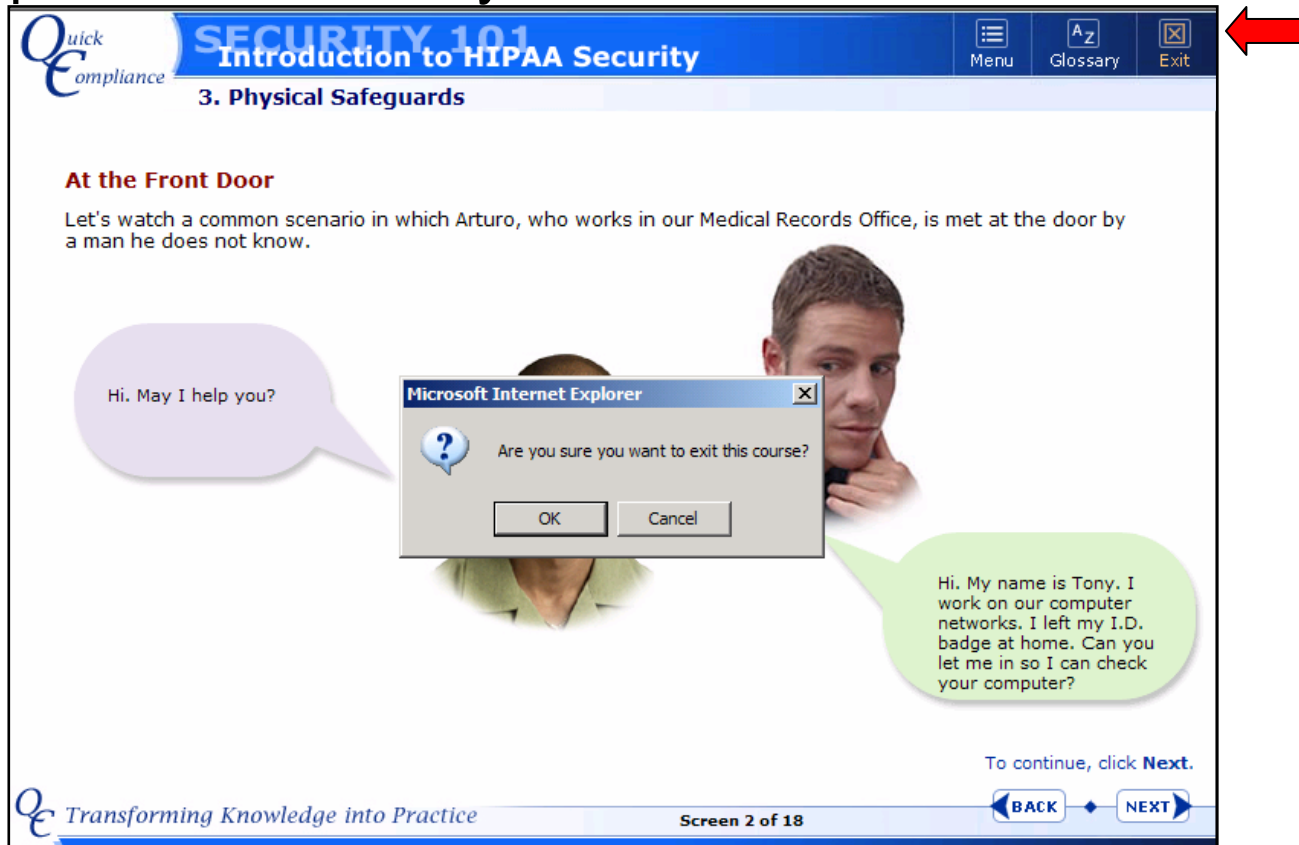
Click a lesson name to go to the lesson

Transforming Knowledge into Practice

Disclaimer NEXT

New Content: Exiting a Course

- To exit the course prior to completion, click the **Exit** button in the upper right corner
- A pop-up box will confirm your action



Accessing a Course with Prerequisites

- Direct access to a course will not be available if the course prerequisite has not been completed
- Click the Component Title to view the prerequisites

The screenshot shows the LMS Student Access interface. The top navigation bar includes links for Home, Browser Check, Help, and Logout. The user is logged in as Tiffany Luhring. The left sidebar contains a menu with categories: Learning (Development Plan, Qualification Status), Learning Records (Learning History), Shopping (Catalog), and Student Information (Student Information, Regional Settings, Reports). The main content area is titled 'Development Plan' and includes a 'View Development Plan' link. Below this is a 'Development Plan' section with explanatory text and a 'Filter' dropdown set to 'Component'. A table lists three components:

Component Title Component Type/Component ID	Req. Date	Req. Type Assigned By	Status
Security 101: Introduction to HIPAA Security ONLINE SEC 101 (Rev 9/24/2004 02:15:33 PM Eastern Standard Time)		Completion Admin of this Component is Required	Launch
Volunteer Privacy Refresher Course ONLINE PRIVACY REFRESHER VL (Rev 4/26/2004 10:54:55 AM Eastern Standard Time)		Completion Admin of this Component is Required	Prerequisites incomplete
Privacy Awareness ONLINE PRIVACY101 (Rev 1/16/2003 01:28:24 PM Eastern Standard Time)		Completion Admin of this Component is Required	Launch

A red arrow points to the 'Volunteer Privacy Refresher Course' component title, which is circled in red with the text 'Prerequisites incomplete'.

Viewing a Prerequisite Detail

- The prerequisite course title and status are displayed in a new browser window

Component Detail



[Request Component](#) [Close](#)

Volunteer Privacy Refresher Course
ONLINE PRIVACY REFRESHER VL (Rev 4/26/2004 10:54:55 AM Eastern Standard Time)

Description: This course is designed to refresh your knowledge of HIPAA Privacy and the DoD Health Information Privacy Regulation. After completing this course, you will be able to: describe the basic provisions of the HIPAA Privacy Rule; identify terms that relate to HIPAA Compliance; define Protected Health Information (PHI); understand the rules regarding the Notice of Privacy Practices and obtaining written authorizations for the use and disclosure of PHI; understand the rights that individuals have regarding their health information; and understand that security is part of HIPAA Privacy and applies to both paper and computerized records.

Assigned By: Admin
Assigned Date: 5/13/2005
Completion Date:
Required Date:
Days Remaining:

Req. Type: REQ (Completion of this Component is Required)

Prerequisites:  ONLINE PRIVACY101 (Rev 1/16/2003 01:28:24 PM Eastern Standard Time) [InComplete] 

LMS Student Functionality

Completing the Prerequisite

- Click [Launch](#) to begin the prerequisite course

The screenshot shows the 'Student Access' page for a user named Tiffany Luhring. The left sidebar contains navigation links: Learning (Development Plan, Qualification Status), Learning Records (Learning History), Shopping (Catalog), and Student Information (Student Information, Regional Settings, Reports). The main content area is titled 'Development Plan' and includes a link to '> View Development Plan'. Below this is a 'Development Plan' section with a description and a 'Filter' dropdown set to 'Component'. A table lists three components: 'Security 101: Introduction to HIPAA Security', 'Volunteer Privacy Refresher Course', and 'Privacy Awareness'. The 'Privacy Awareness' row has a 'Launch' link highlighted with a red arrow.

Component Title Component Type/Component ID	Req. Date	Req. Type	Assigned By	Status
Security 101: Introduction to HIPAA Security ONLINE SEC 101 (Rev 9/24/2004 02:15:33 PM Eastern Standard Time)		Completion Admin of this Component is Required		Launch
Volunteer Privacy Refresher Course ONLINE PRIVACY REFRESHER VL (Rev 4/26/2004 10:54:55 AM Eastern Standard Time)		Completion Admin of this Component is Required		Prerequisites incomplete
Privacy Awareness ONLINE PRIVACY101 (Rev 1/16/2003 01:28:24 PM Eastern Standard Time)		Completion Admin of this Component is Required		Launch

LMS Student Functionality

Development Plan-Prereq Complete

- Once the prerequisite is complete, it no longer appears in the Development Plan
- Click [Launch](#) to start next course

Student Access [Home](#) [Browser Check](#) [Help](#) [Logout](#)

Logged in as: Luhring, Tiffany

Learning
[Development Plan](#)
[Qualification Status](#)

Learning Records
[Learning History](#)

Shopping
[Catalog](#)

Student Information
[Student Information](#)
[Regional Settings](#)
[Reports](#)

Contact the HIPAA Support Center
hipaasupport@tma.osd.mil

Development Plan

> [View Development Plan](#)

Development Plan

The Development Plan provides a list of all available components specific to your learning needs and your current enrollment. To view your current enrollment, select **Current Enrollment** from the **Filter** drop-down menu. To launch a course select the "**Launch**" hyperlink under **Status**. For additional details of a course, click on the **Component** hyperlink.

Filter:

Component Title Component Type/Component ID	Req. Date	Req. Type	Assigned By	Status
Security 101: Introduction to HIPAA Security ONLINE SEC 101 (Rev 9/24/2004 02:15:33 PM Eastern Standard Time)		Completion Admin of this Component is Required		Launch
Volunteer Privacy Refresher Course ONLINE PRIVACY REFRESHER VL (Rev 4/26/2004 10:54:55 AM Eastern Standard Time)		Completion Admin of this Component is Required		Launch

LMS Student Functionality

Examinations

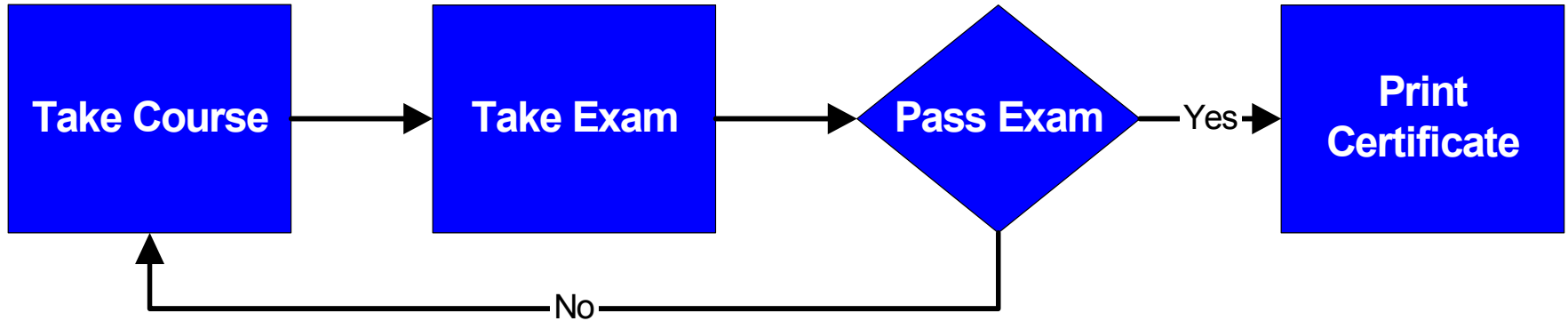
- Examinations were added to some courses to ensure a minimum level of HIPAA knowledge across the MHS
- Policy: All individuals who have access to a computer are required to complete the online examination

Exceptions:

- if student does not have access to a computer
- if student does not speak English
- if course is taught in a classroom environment

LMS Student Functionality

Exam Workflow



Privacy Refresher/Security Exam

- The component (course + exam) will reside in the student's Development Plan until the student has successfully completed the exam
- Passing score is 75%. If the student does not pass, then both the course and the exam must be repeated
 - If exam is failed, the learning event will be recorded in the Learning History as "Needs Review"
- Once the student completes the exam, the component (course + exam) will appear in the student's Learning History
 - When the course is completed, students should print the completion certificate and obtain the appropriate signature (the MTF Privacy Officer or other appropriately designated individual)
- Exam questions are randomly assigned by the LMS

LMS Student Functionality

Accessing the Exam (1 of 2)

1. Click the appropriate link to access the exam
 - This link is active only after its prerequisite (the course) is complete

The screenshot displays the LMS Student Access interface. At the top, there is a header with the TRICARE logo on the left and navigation links (Home, Browser Check, Help, Logout) on the right. Below the header, a status bar indicates the user is logged in as 'Luhring, Tiffany'. The main content area is divided into two columns. The left column contains a sidebar with links for Learning (Development Plan, Qualification Status), Learning Records (Learning History), Shopping (Catalog), Student Information (Student Information, Regional Settings, Reports), and a contact link for the HIPAA Support Center. The right column, titled 'Content Structure', displays details for the 'Security 101' component, including its type (ONLINE), ID (SEC 101), revision date, and title. Below this, it states that sub-objects must be completed in sequential order. A green checkmark icon next to the 'Security 101: Introduction to HIPAA Security' link indicates completion. A description of the course follows, along with the completion date and time. At the bottom, a folder icon precedes the 'SECURITY 101 EXAM' link, which is further highlighted by a red arrow pointing to the 'Security 101 Exam' link.

Student Access [Home](#) [Browser Check](#) [Help](#) [Logout](#)

Logged in as: Luhring, Tiffany

Learning
[Development Plan](#)
[Qualification Status](#)

Learning Records
[Learning History](#)

Shopping
[Catalog](#)


Student Information
[Student Information](#)
[Regional Settings](#)
[Reports](#)

Contact the HIPAA Support Center
hipaasupport@tma.osd.mil

Content Structure


Component Type: ONLINE
Component ID: SEC 101
Revision Date: 9/24/2004 02:15:33 PM Eastern Standard Time
Component Title: Security 101: Introduction to HIPAA Security


The sub-objects need to be completed in sequential order

 [Security 101: Introduction to HIPAA Security](#)

This course is designed for all MHS staff members. It covers basic information security practices to assist you in compliance while conducting your daily business. In this course, you will: learn how security relates to hospital data, study physical and technical safeguards for protecting information, and learn the importance of maintaining data integrity. You will also learn ways to personally safeguard information, and where you can report information security violations.

Completed On 5/13/2005 04:22:55 PM Eastern Standard Time

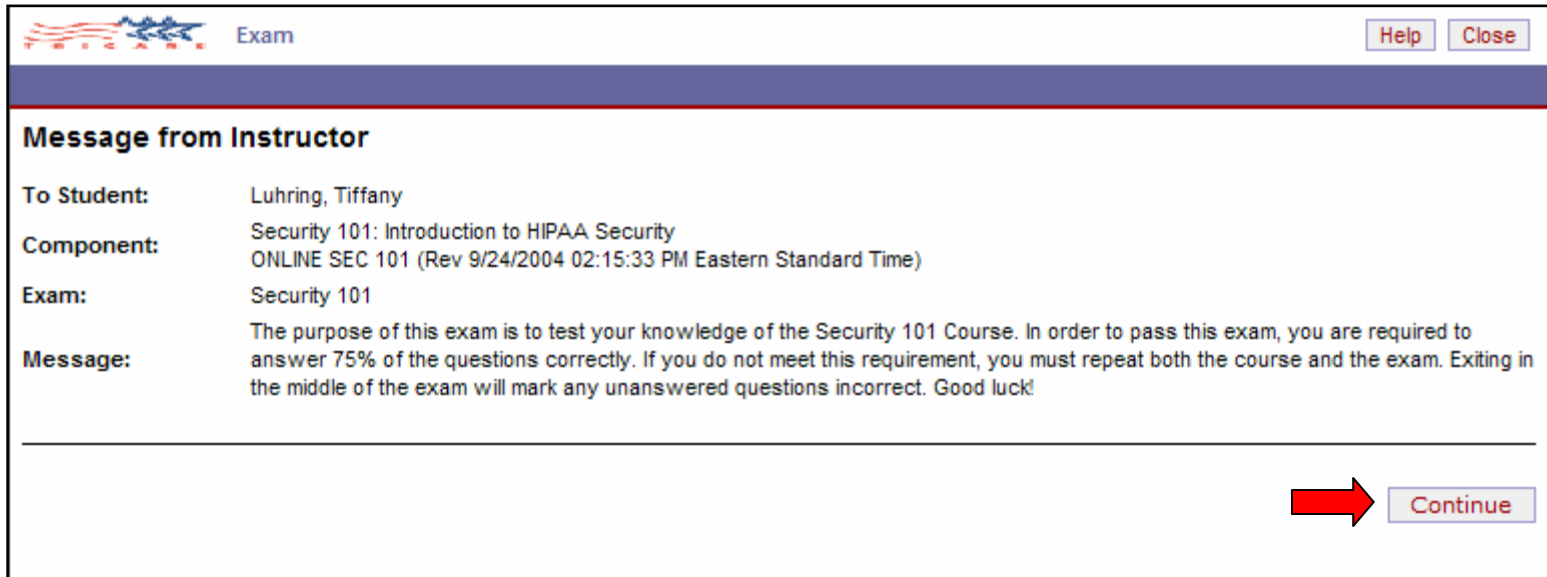
 SECURITY 101 EXAM

 [Security 101 Exam](#)

LMS Student Functionality

Accessing the Exam (2 of 2)

2. Read the message and click Continue



The screenshot shows a web-based exam interface. At the top left is a logo with the word "SECURITY" and a graphic of an eagle. To the right of the logo is the word "Exam". In the top right corner are two buttons: "Help" and "Close". Below the header is a blue horizontal bar. The main content area is titled "Message from Instructor". It contains the following information:

- To Student:** Luhring, Tiffany
- Component:** Security 101: Introduction to HIPAA Security
ONLINE SEC 101 (Rev 9/24/2004 02:15:33 PM Eastern Standard Time)
- Exam:** Security 101
- Message:** The purpose of this exam is to test your knowledge of the Security 101 Course. In order to pass this exam, you are required to answer 75% of the questions correctly. If you do not meet this requirement, you must repeat both the course and the exam. Exiting in the middle of the exam will mark any unanswered questions incorrect. Good luck!

At the bottom right of the message area, there is a red arrow pointing to a button labeled "Continue".

LMS Student Functionality

Learning History

- When a component is completed, its status is found in the student's Learning History

The screenshot displays the TRICARE LMS Student Access interface. At the top, there is a navigation bar with links for Home, Browser Check, Help, and Logout. Below this, a status bar indicates the user is logged in as 'Luhring, Tiffany'. The left sidebar contains a menu with categories: Learning (Development Plan, Qualification Status), Learning Records (Learning History), Shopping (Catalog), and Student Information (Student Information, Regional Settings, Reports). The main content area is titled 'Learning History' and includes a link to '> View Learning History'. Below this, a section titled 'Learning History' states 'The following details your completed learning.' and features a 'Sort By: Completion Date' dropdown menu. A table lists completed components with columns for Component, Completion Date, Status, Completion Certificate, and Online. Two entries are shown: 'Security 101: Introduction to HIPAA Security' and 'Privacy Awareness', both completed on 5/16/2005.

Component	Completion Date	Status	Completion Certificate	Online
Security 101: Introduction to HIPAA Security ONLINE SEC 101 (Rev 9/24/2004 02:15:33 PM Eastern Standard Time)	5/16/2005 10:17:36 AM Eastern Standard Time	Completed Online Course	Print	Yes
Privacy Awareness ONLINE PRIVACY101 (Rev 1/16/2003 01:28:24 PM Eastern Standard Time)	5/16/2005 09:44:00 AM Eastern Standard Time	Completed Online Course	Print	Yes

Completion Certificates

- Students should access their Learning History to print their Certificates of Completion
- Certificates should be signed by your MTF's Privacy Officer or other appropriately designated individual

Printing Completion Certificates

1. Click [Print](#) for the appropriate course

The certificate is created as a .pdf and can be printed or saved after it is generated

The screenshot shows the 'Student Access' interface. The top navigation bar includes links for Home, Browser Check, Help, and Logout. The user is logged in as 'Luhring, Tiffany'. The left sidebar contains a menu with categories: Learning (Development Plan, Qualification Status), Learning Records (Learning History), Shopping (Catalog), and Student Information (Student Information, Regional Settings, Reports). The main content area is titled 'Learning History' and includes a '> View Learning History' link. Below this, a table lists completed learning components. A red arrow points to the 'Print' link in the 'Completion Certificate' column for the 'Security 101: Introduction to HIPAA Security' course.

Component	Completion Date	Status	Completion Certificate	Online
Security 101: Introduction to HIPAA Security ONLINE SEC 101 (Rev 9/24/2004 02:15:33 PM Eastern Standard Time)	5/16/2005 10:17:36 AM Eastern Standard Time	Completed Online Course	Print	Yes
Privacy Awareness ONLINE PRIVACY101 (Rev 1/16/2003 01:28:24 PM Eastern Standard Time)	5/16/2005 09:44:00 AM Eastern Standard Time	Completed Online Course	Print	Yes

Certificate of Completion

Certificate of Completion

This certifies that

Tiffany Luhring

Has successfully completed

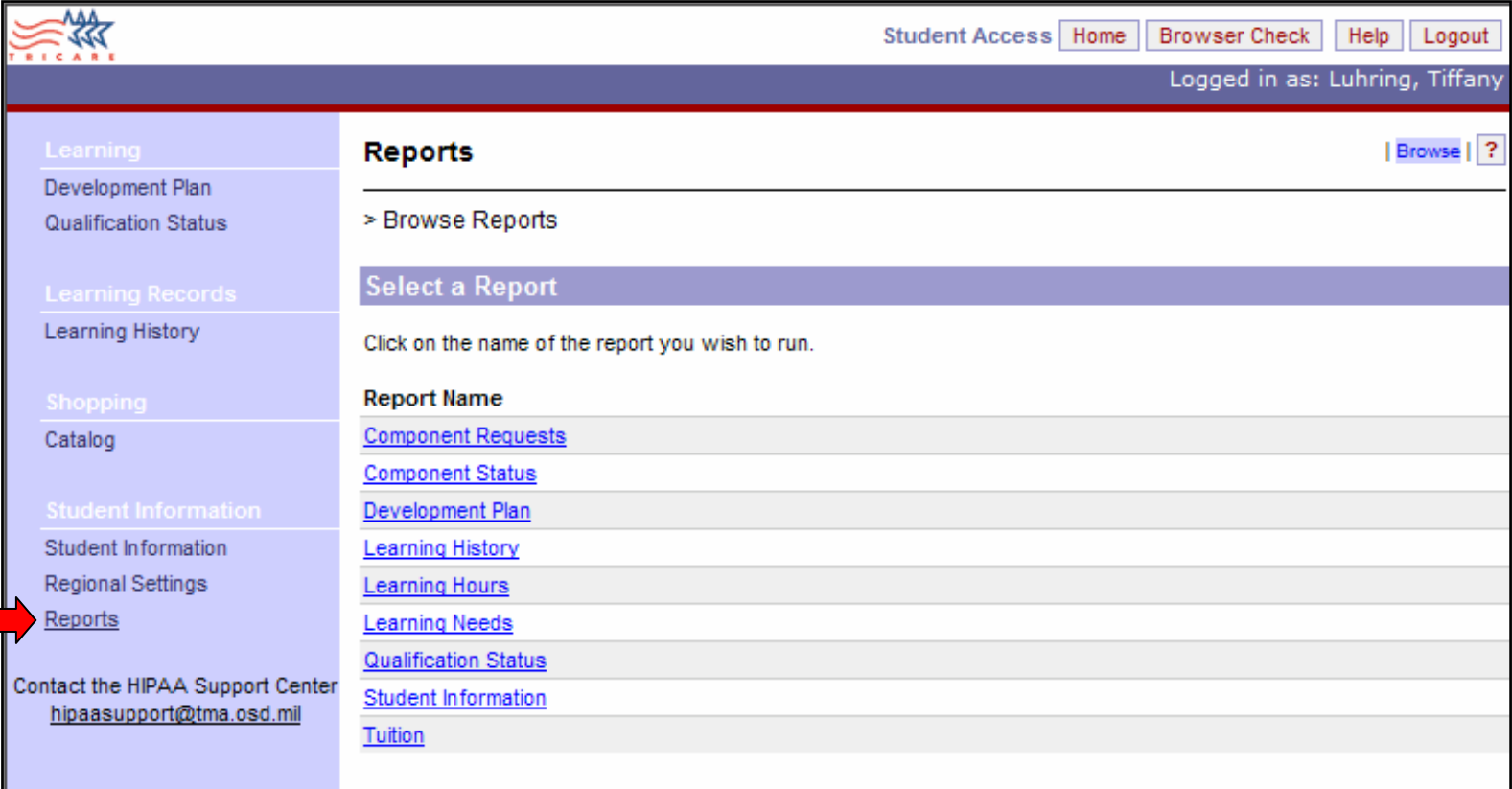
Security 101: Introduction to HIPAA Security

Completed On 5/16/2005 10:17:36 AM Eastern Standard Time

Instructor

Printing Qualification Status Reports (1 of 5)

- A student can print a summary of all courses completed
 1. Click [Reports](#)



The screenshot displays the LMS Student Access interface. At the top, there is a navigation bar with links for [Home](#), [Browser Check](#), [Help](#), and [Logout](#). The user is logged in as "Luhring, Tiffany". On the left side, there is a sidebar menu with categories: Learning, Learning Records, Shopping, Student Information, and Reports. The "Reports" link is highlighted with a red arrow. The main content area is titled "Reports" and includes a "Browse Reports" link. Below this, there is a section titled "Select a Report" with the instruction "Click on the name of the report you wish to run." A list of report names is provided, each with a link: [Component Requests](#), [Component Status](#), [Development Plan](#), [Learning History](#), [Learning Hours](#), [Learning Needs](#), [Qualification Status](#), [Student Information](#), and [Tuition](#).

Printing Qualification Status Reports (2 of 5)

2. Click Qualification Status

The screenshot displays the LMS Student Access interface. At the top, there is a header with the TRICARE logo on the left and navigation links for 'Student Access', 'Home', 'Browser Check', 'Help', and 'Logout' on the right. Below the header, a status bar indicates 'Logged in as: Luhring, Tiffany'. The main content area is divided into a left sidebar and a right main panel. The sidebar contains several categories: 'Learning' (with sub-links for 'Development Plan' and 'Qualification Status'), 'Learning Records' (with 'Learning History'), 'Shopping' (with 'Catalog'), 'Student Information' (with 'Student Information', 'Regional Settings', and 'Reports'), and a contact link for the HIPAA Support Center. The main panel is titled 'Reports' and includes a 'Browse' button. Below this, a section titled 'Select a Report' instructs the user to 'Click on the name of the report you wish to run.' A list of report names is provided, each as a blue hyperlink: 'Component Requests', 'Component Status', 'Development Plan', 'Learning History', 'Learning Hours', 'Learning Needs', 'Qualification Status', 'Student Information', and 'Tuition'. A red arrow points to the 'Qualification Status' link.

Student Access [Home](#) [Browser Check](#) [Help](#) [Logout](#)

Logged in as: Luhring, Tiffany

Learning
[Development Plan](#)
[Qualification Status](#)

Learning Records
[Learning History](#)

Shopping
[Catalog](#)

Student Information
[Student Information](#)
[Regional Settings](#)
[Reports](#)

Contact the HIPAA Support Center
hipaasupport@tma.osd.mil

Reports [Browse](#) [?](#)

> Browse Reports

Select a Report

Click on the name of the report you wish to run.

Report Name

- [Component Requests](#)
- [Component Status](#)
- [Development Plan](#)
- [Learning History](#)
- [Learning Hours](#)
- [Learning Needs](#)
- [Qualification Status](#)
- [Student Information](#)
- [Tuition](#)

Printing Qualification Status Reports (3 of 5)

3. Select the search criteria
4. Click **Run Report**

The screenshot shows the 'Student Access' interface. The top navigation bar includes links for Home, Browser Check, Help, and Logout. The user is logged in as 'Luhring, Tiffany'. The left sidebar contains a menu with categories: Learning (Development Plan, Qualification Status), Learning Records (Learning History), Shopping (Catalog), and Student Information (Student Information, Regional Settings, Reports). The main content area is titled 'Reports' and shows the 'Student Qualification Status Report Options'. The options include: Student (Yourself), Qualification Status (Complete, Incomplete, Both), Report Options (Group By: Student, Student with Component Detail, Qualification), Report Format (PDF, with a link to Download Adobe Acrobat Reader), and Report Title (Student Qualification Status). There are checkboxes for 'Page Break on Groups' and 'Mask Student IDs'. A red arrow points to the 'Run Report' button.

Student Access [Home](#) [Browser Check](#) [Help](#) [Logout](#)

Logged in as: Luhring, Tiffany

[Browse](#) [?](#)

Reports

> [Browse Reports](#) > Report Options

Student Qualification Status Report Options

Specify options and click **Run Report** to generate your report.

Student: Yourself

Qualification Status: ☒ Complete
☐ Incomplete
☐ Both

Report Options

Group By: ☒ Student
☐ Student with Component Detail
☐ Qualification

Report Format: PDF ([Download Adobe Acrobat Reader](#))

Report Title:

☐ Page Break on Groups ☒ Mask Student IDs

[Run Report](#) [Reset](#)

Printing Qualification Status Reports (4 of 5)

- Output format is .pdf and can be printed
- Report Options: Grouped By “Student”

Student Qualification Status

Student: ***** **Luhring, Tiffany**

Qualification ID	Qualification Title	Status	Assignment Date	Days Remaining
SECURITY	Security Courses	Complete	May-13-2005	0
VCP	Privacy Volunteers	Complete	May-13-2005	0

Printing Qualification Status Reports (5 of 5)

- Report Options: Grouped By “Student with Component Detail”

Student Qualification Status

Student: ***** Luhring, Tiffany

Qualification ID	Qualification Title	Status	Assignment Date	Days Remaining
SECURITY	Security Courses	Complete	May-13-2005	0

Component ID	Title	Completion Date	Completion Status	Next Action
ONLINE SEC 101 09-24-2004 02:15:33 PM	Security 101: Introduction to HIPAA Security	05-16-2005 10:17:36 AM	Completed Online Course	

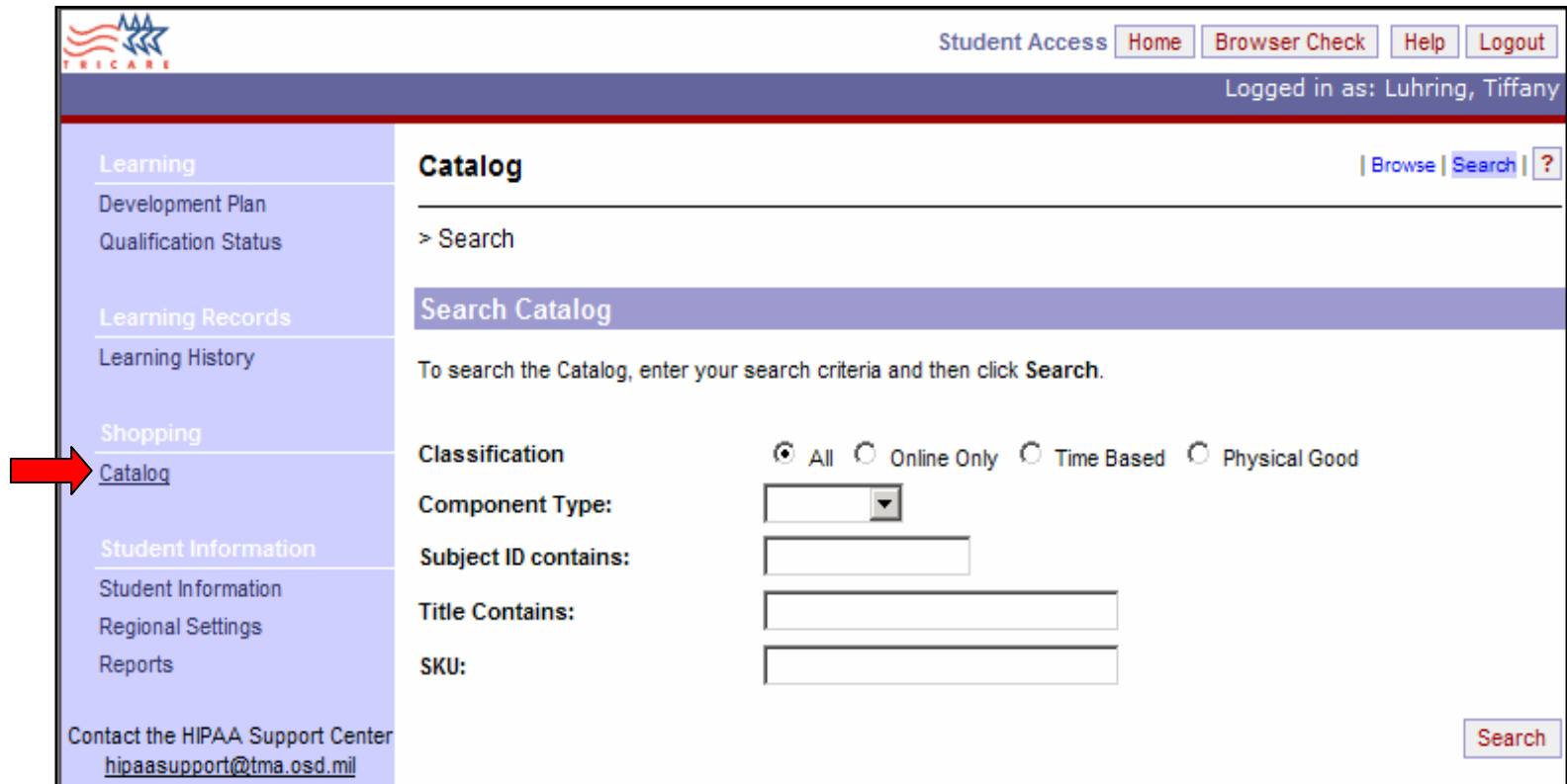
Qualification ID	Qualification Title	Status	Assignment Date	Days Remaining
VCP	Privacy Volunteers	Complete	May-13-2005	0

Component ID	Title	Completion Date	Completion Status	Next Action
ONLINE PRIVACY101 01-16-2003 01:28:24 PM	Privacy Awareness	05-16-2005 09:44:00 AM	Completed Online Course	

LMS Student Functionality

Course Catalog

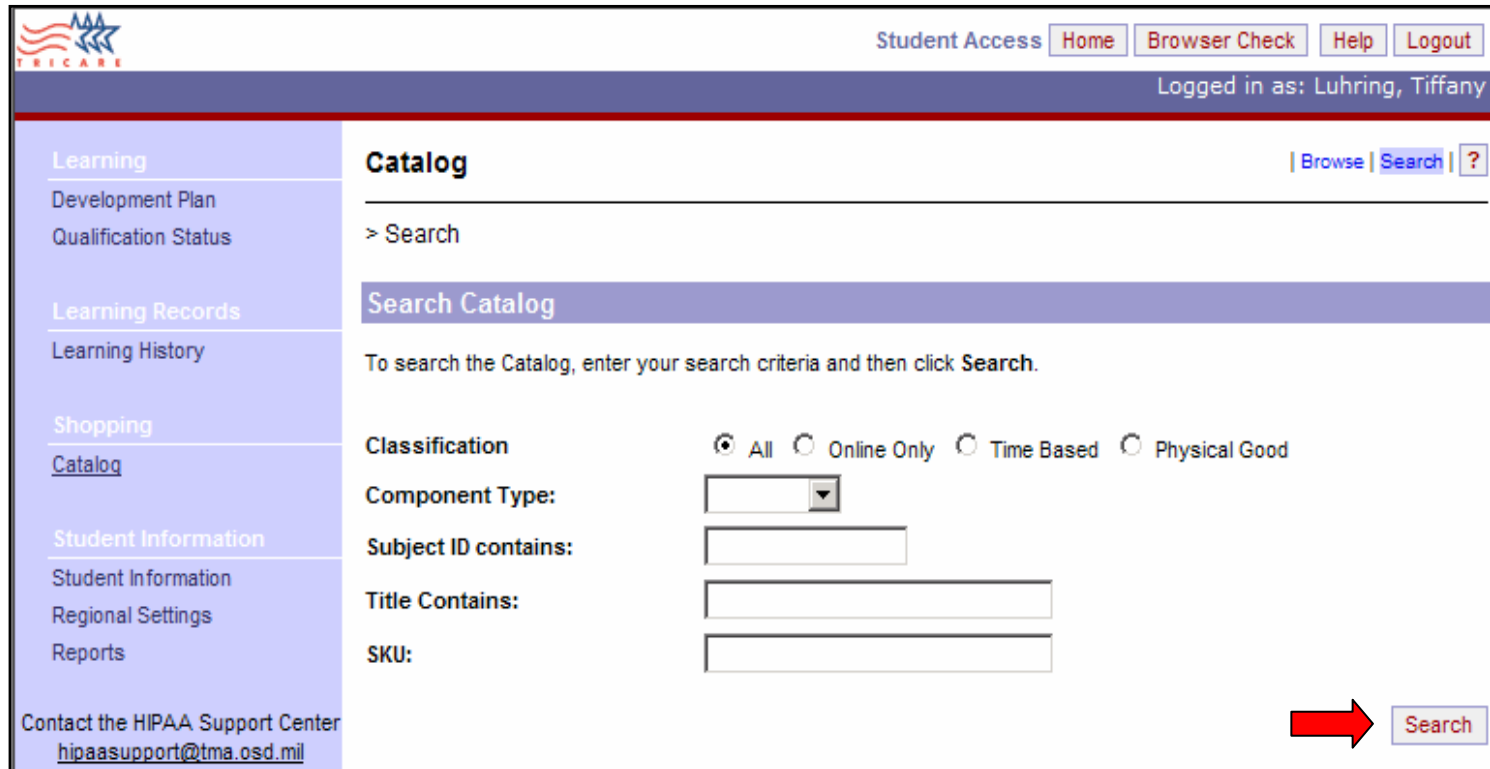
- Provides access to all materials in the LMS
- A course launched from the Course Catalog is automatically added to the Development Plan



The screenshot shows the LMS Student interface. At the top, there's a header with the TRICARE logo and navigation links: Student Access, Home, Browser Check, Help, and Logout. Below this, a status bar indicates the user is logged in as 'Luhring, Tiffany'. The main content area is titled 'Catalog' and includes a search bar with 'Browse', 'Search', and a help icon. A sidebar on the left contains various navigation links: Learning, Development Plan, Qualification Status, Learning Records, Learning History, Shopping, Catalog (highlighted with a red arrow), Student Information, Student Information, Regional Settings, and Reports. The main content area also includes a 'Search Catalog' section with instructions and search criteria: Classification (radio buttons for All, Online Only, Time Based, Physical Good), Component Type (dropdown), Subject ID contains (text input), Title Contains (text input), and SKU (text input). A 'Search' button is located at the bottom right of the search section. At the bottom left, there's a contact link for the HIPAA Support Center: hipaasupport@tma.osd.mil.

Course Catalog: Search Criteria

1. Select and enter search criteria
 - No criteria entered acts like a wild card search returning all items listed in the catalog
2. Click **Search**



The screenshot shows the TRICARE Student Access interface. At the top, there's a navigation bar with links for Home, Browser Check, Help, and Logout. Below this, a status bar indicates the user is logged in as 'Luhring, Tiffany'. The main content area is divided into a left sidebar and a main panel. The sidebar contains links for Learning, Learning Records, Shopping, and Student Information. The main panel is titled 'Catalog' and features a 'Search Catalog' section. This section includes a search instruction, a 'Classification' section with radio buttons for 'All' (selected), 'Online Only', 'Time Based', and 'Physical Good', a 'Component Type' dropdown menu, and three text input fields for 'Subject ID contains:', 'Title Contains:', and 'SKU:'. A red arrow points to the 'Search' button at the bottom right of the form.

TRICARE

Student Access [Home](#) [Browser Check](#) [Help](#) [Logout](#)

Logged in as: Luhring, Tiffany

Catalog | [Browse](#) | [Search](#) | ?

> Search

Search Catalog

To search the Catalog, enter your search criteria and then click **Search**.

Classification ☒ All ☐ Online Only ☐ Time Based ☐ Physical Good

Component Type:

Subject ID contains:

Title Contains:

SKU:

[Search](#)

Contact the HIPAA Support Center
hipaasupport@tma.osd.mil

Course Catalog: Search Results

3. Click **Launch** to directly access the content
4. Click **Show All** to see alphabetic order by component ID
5. Click **Add to Development Plan** to add the course but not immediately launch

Catalog [Browse](#) [Search](#) [?](#)

> Search > Results

Catalog Search Results

Click title for Component Description. Click plus icons to see and purchase schedules.

Show records/page (55 total records) Page of 2. > >|

[Show All](#)

Component Title	Price (USD)	
Component Type/Component ID		
HIPAA Privacy Essentials	0.00	Launch <input type="button" value="Add to Dev Plan"/>
ONLINE 100.10 (Rev 1 - 9/4/2003 12:52:47 PM Eastern Standard Time)		
Catalog ID:00001 SKU:SKU-1		
Overview of TMA Privacy Office	0.00	Launch <input type="button" value="Add to Dev Plan"/>
ONLINE 100.11 (Rev 1 - 9/4/2003 12:54:43 PM Eastern Standard Time)		
Catalog ID:00001 SKU:SKU-2		
Privacy Officer's Action Plan	0.00	Launch <input type="button" value="Add to Dev Plan"/>
ONLINE 100.12 (Rev 1 - 9/8/2003 01:21:41 PM Eastern Standard Time)		
Catalog ID:00001 SKU:SKU-3		
Business Associates Review	0.00	Launch <input type="button" value="Add to Dev Plan"/>
ONLINE 100.13 (Rev 1 - 9/8/2003 01:22:01 PM Eastern Standard Time)		
Catalog ID:00001 SKU:SKU-4		
HIPAA Security Rule Essentials	0.00	Launch <input type="button" value="Add to Dev Plan"/>
ONLINE 100.16 (Rev 1/5/2005 10:08:16 AM Eastern Standard Time)		

LMS Student Functionality

Course Catalog: Browse


1. From Search Catalog, click [Browse](#) to search for courses by subject area
2. Select the desired hyperlink to see courses in that subject area

The screenshot shows the LMS Student Access interface. At the top, there is a navigation bar with links for Home, Browser Check, Help, and Logout. Below this, a status bar indicates the user is logged in as Tiffany Luhring. The main content area is divided into a left sidebar and a main panel. The sidebar contains links for Learning, Learning Records, Shopping, and Student Information. The main panel is titled 'Catalog' and includes a 'Browse Catalog' section. A red arrow points to the 'Browse' link in the top navigation bar. Below the 'Browse Catalog' section, there is a table of subject areas. A red arrow points to the 'HIPAA BASICS' link in the table.

Subject Area ID	Description
HIPAA BASICS	HIPAA Basics documentation
LMS	HIPAA Learning Management System
PHIMT	Protected Health Information Mngmt. Tool

LMS Student Functionality

Course Catalog: Browse LMS



Student Access [Home](#) [Browser Check](#) [Help](#) [Logout](#)

Logged in as: Luhring, Tiffany

[Learning](#)
Development Plan
Qualification Status

[Learning Records](#)
Learning History

[Shopping](#)
[Catalog](#)

[Student Information](#)
Student Information
Regional Settings
Reports

Contact the HIPAA Support Center
hipaasupport@tma.osd.mil

Catalog

[Browse](#) | [Search](#) | [?](#)

> Search > Results

Catalog Search Results

Click title for Component Description. Click plus icons to see and purchase schedules.

Component Title	Price (USD)	
LMS Presentation	0.00	Launch Add to Dev Plan
ONLINE 300.00 (Rev 10/20/2003 01:35:56 PM Eastern Standard Time)		
Catalog ID:00001	SKU:SKU-9	
LMS Reporting Update	0.00	Launch Add to Dev Plan
ONLINE 300.13 (Rev 4/6/2005 02:06:48 PM Eastern Standard Time)		
Catalog ID:00001	SKU:SKU-161	
LMS Admin Training	0.00	Launch Add to Dev Plan
ONLINE 300.14 (Rev 5/2/2005 10:54:47 AM Eastern Standard Time)		
Catalog ID:00001	SKU:SKU-175	
Wbx: LMS Reporting Update	0.00	Launch Add to Dev Plan
ONLINE Wbx 300.13 (Rev 4/11/2005 12:27:07 PM Eastern Standard Time)		
Catalog ID:00001	SKU:SKU-162	

LMS Student Functionality

Summary

- You should now be able to:
 - Describe the basic functions of the LMS used by students
 - Identify the steps required for student access to courses within the LMS
 - Describe how to provide printed course completion documents
 - Describe how to search for courses

Training Administrator Functionality

Training Administrator Functionality

Objectives

- Upon completion of this lesson, you will be able to:
 - Perform the functions of a Training Administrator

Most Common Functions

- Getting a Training Administrator account
- Logging In
- Passwords
- Searching for students
- Unlocking accounts
- Account maintenance
- Creating new students
- Granting course credit
- Running reports

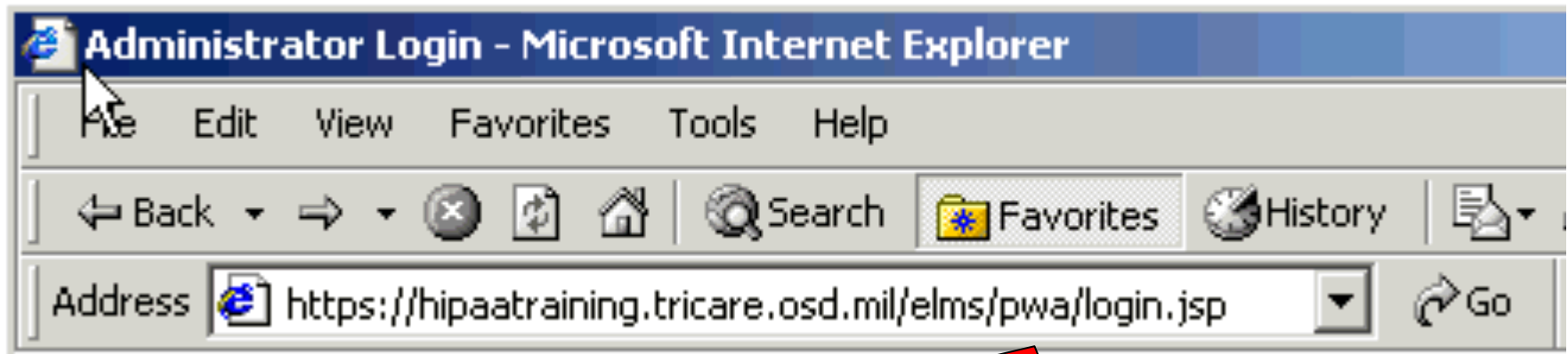
Getting A Training Admin Account

- If you do not have an account, a request must be sent via your chain of command to your Service Representative
- Your Service Representative will forward the request to the HIPAA Support Center
 - The HIPAA Support Center will create your account and send your User Name and Password to you
 - You will be prompted to change your password upon initial log in

Training Administrator Functionality

Accessing the LMS

1. Enter the URL

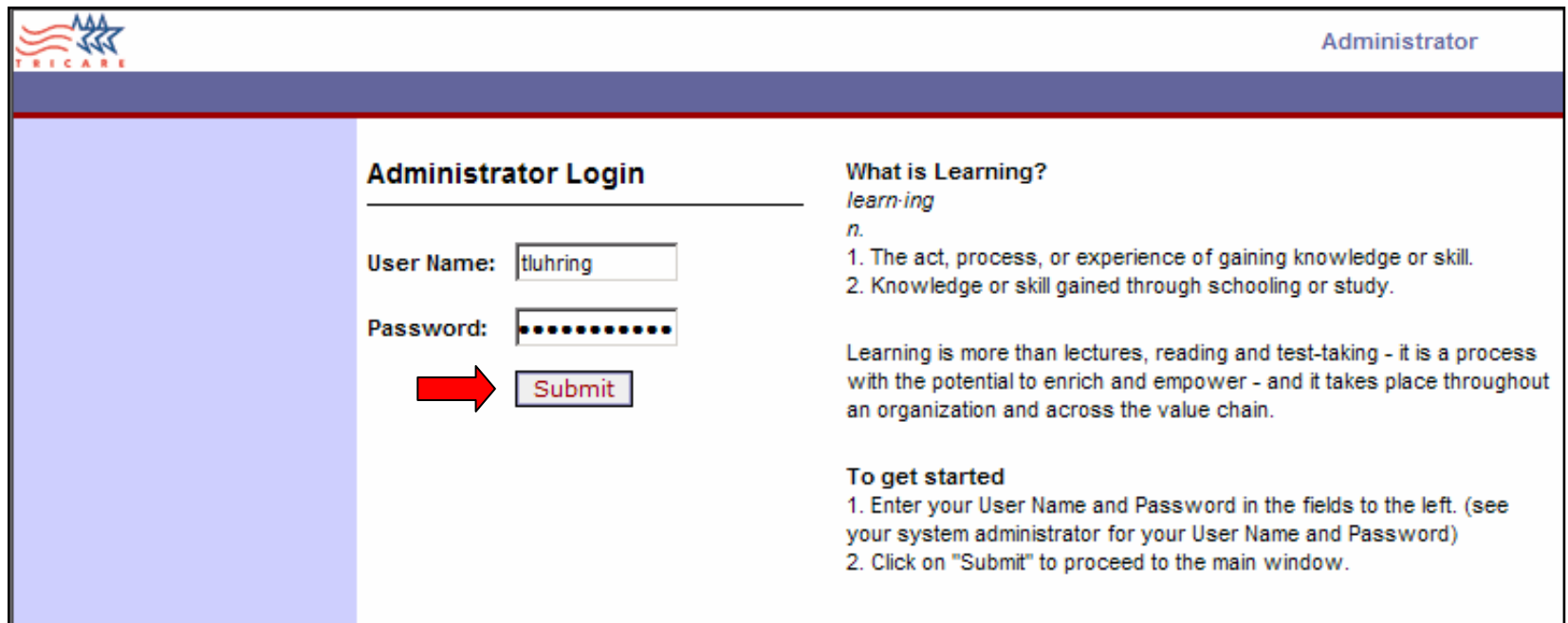


Note "pwa" for admin log in

Training Administrator Functionality

Logging In

2. Enter User Name and Password
3. Click **Submit**




The screenshot shows the TRICARE Administrator Login interface. At the top left is the TRICARE logo, and at the top right is the word "Administrator". The main content area is divided into two columns. The left column, titled "Administrator Login", contains a "User Name:" field with the text "tluhring", a "Password:" field with masked characters, and a "Submit" button. A red arrow points to the "Submit" button. The right column contains the text "What is Learning?" followed by a definition of learning and a list of two points. Below this is a section titled "To get started" with two numbered instructions.

Administrator Login

User Name:

Password:



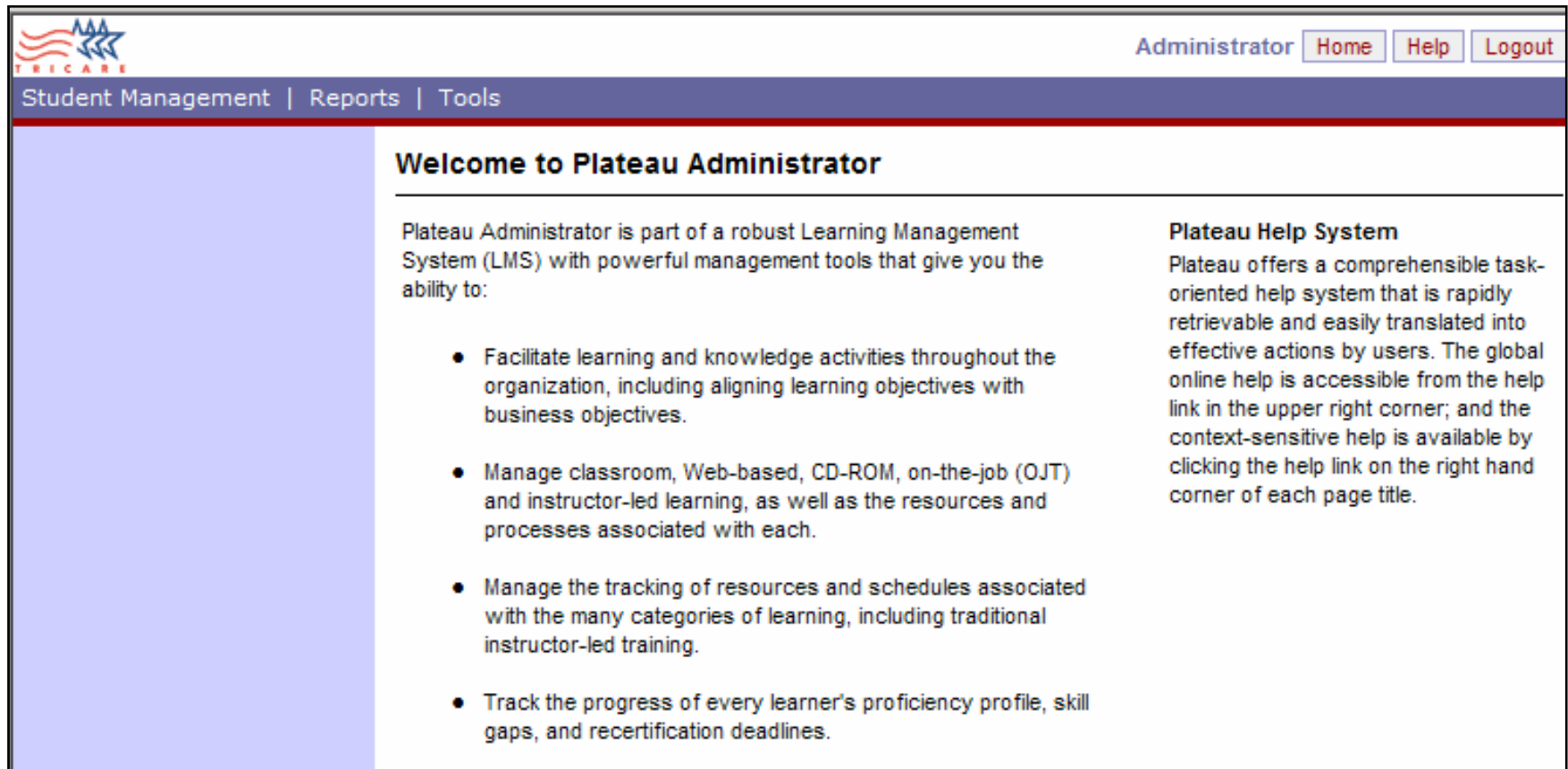
What is Learning?
learn·ing
n.
1. The act, process, or experience of gaining knowledge or skill.
2. Knowledge or skill gained through schooling or study.

Learning is more than lectures, reading and test-taking - it is a process with the potential to enrich and empower - and it takes place throughout an organization and across the value chain.


To get started
1. Enter your User Name and Password in the fields to the left. (see your system administrator for your User Name and Password)
2. Click on "Submit" to proceed to the main window.

Training Administrator Functionality

Administrator Home



The screenshot shows the 'Administrator Home' page of the Plateau Learning Management System. The page has a blue header with the TRICARE logo on the left and navigation links 'Administrator', 'Home', 'Help', and 'Logout' on the right. Below the header is a dark blue navigation bar with links 'Student Management', 'Reports', and 'Tools'. The main content area is white and features a large blue sidebar on the left. The main content starts with a 'Welcome to Plateau Administrator' section, followed by a paragraph describing the LMS and a bulleted list of its capabilities. To the right of this list is a 'Plateau Help System' section with a paragraph of text.

 Administrator [Home](#) [Help](#) [Logout](#)

[Student Management](#) | [Reports](#) | [Tools](#)

Welcome to Plateau Administrator









Plateau Administrator is part of a robust Learning Management System (LMS) with powerful management tools that give you the ability to:

- Facilitate learning and knowledge activities throughout the organization, including aligning learning objectives with business objectives.
- Manage classroom, Web-based, CD-ROM, on-the-job (OJT) and instructor-led learning, as well as the resources and processes associated with each.
- Manage the tracking of resources and schedules associated with the many categories of learning, including traditional instructor-led training.
- Track the progress of every learner's proficiency profile, skill gaps, and recertification deadlines.

Plateau Help System

Plateau offers a comprehensible task-oriented help system that is rapidly retrievable and easily translated into effective actions by users. The global online help is accessible from the help link in the upper right corner; and the context-sensitive help is available by clicking the help link on the right hand corner of each page title.

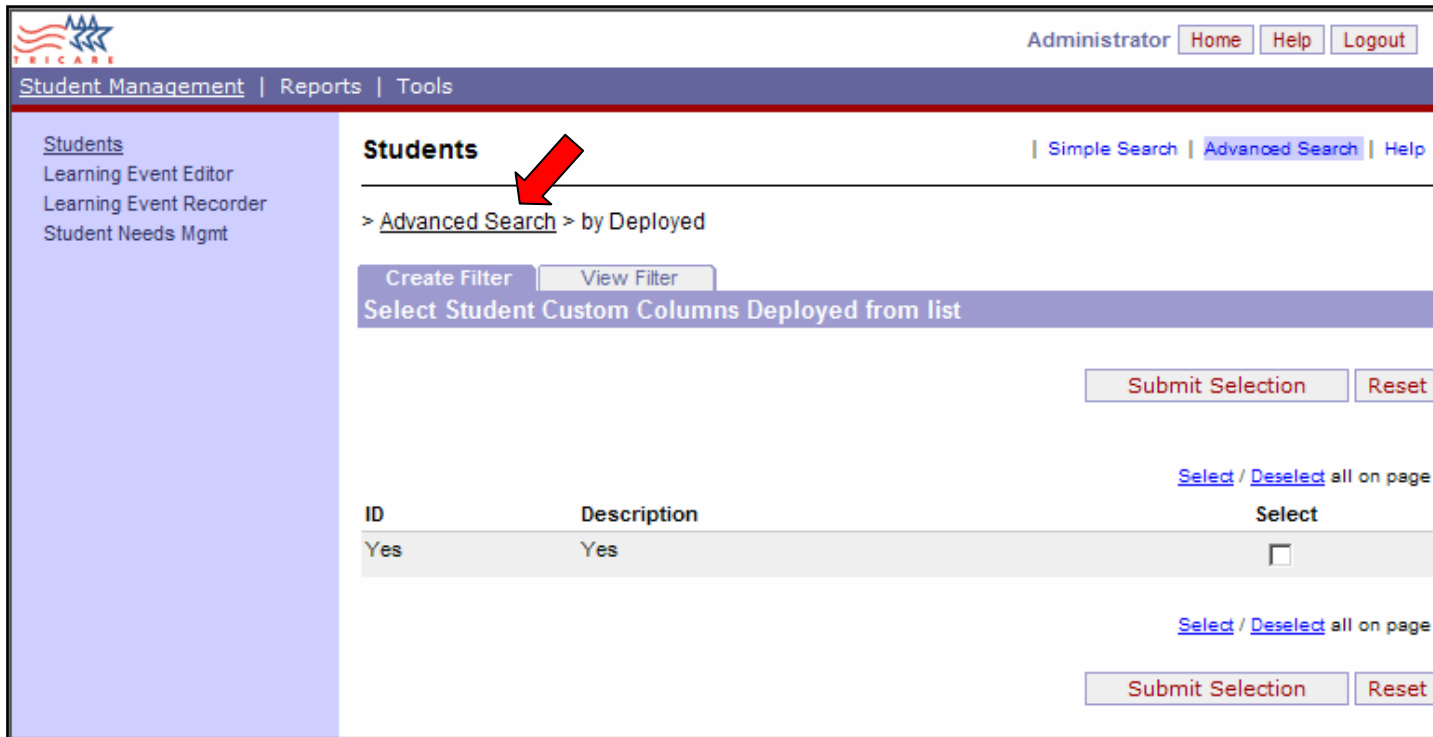
Basic LMS Navigation Examples

	Next – (wizard style tools) takes you to the next step in the tool
	Previous – takes you to the previous step (wizard style tools) in the process
	Picker icon – opens a pick list
	Apply Changes – submits the corresponding form data to the system for processing
	Search - causes requested data to appear on a search results window
  	Home (student login)– Provides easy access to Development Plan, Qualification Status, Current Enrollment, Activity in Progress

Training Administrator Functionality

Basic LMS Navigation

- When using the LMS, do Not use your browser's BACK button to navigate
 - Doing so will cause errors
- When inside a function, use the links to move backward if necessary



The screenshot displays the LMS Administrator interface. At the top, there is a navigation bar with the ERIC logo on the left and links for Home, Help, and Logout on the right. Below this is a secondary navigation bar with links for Student Management, Reports, and Tools. The main content area is divided into a left sidebar and a right main panel. The sidebar contains links for Students, Learning Event Editor, Learning Event Recorder, and Student Needs Mgmt. The main panel is titled 'Students' and features a red arrow pointing to the 'Advanced Search' link. Below the title, there are links for Simple Search, Advanced Search, and Help. A breadcrumb trail shows '> Advanced Search > by Deployed'. There are buttons for 'Create Filter' and 'View Filter'. A section titled 'Select Student Custom Columns Deployed from list' contains 'Submit Selection' and 'Reset' buttons. Below this is a table with columns for ID, Description, and Select. The table has one row with 'Yes' in the ID and Description columns and a checkbox in the Select column. At the bottom of the table, there are links for 'Select / Deselect all on page' and 'Submit Selection' and 'Reset' buttons.

Administrator [Home](#) [Help](#) [Logout](#)

[Student Management](#) | [Reports](#) | [Tools](#)

[Students](#)
Learning Event Editor
Learning Event Recorder
Student Needs Mgmt

Students | [Simple Search](#) | [Advanced Search](#) | [Help](#)

> [Advanced Search](#) > by Deployed

[Create Filter](#) [View Filter](#)

Select Student Custom Columns Deployed from list

[Submit Selection](#) [Reset](#)

[Select](#) / [Deselect](#) all on page

ID	Description	Select
Yes	Yes	<input type="checkbox"/>

[Select](#) / [Deselect](#) all on page

[Submit Selection](#) [Reset](#)

Search Capabilities: Simple Search

- Optional case sensitivity
 - Yes: case sensitivity is turned on for the search
 - No: case sensitivity is turned off for the search (default)
- Domain field included in the Simple Search

The screenshot shows the 'Simple Search' interface for 'Students'. The top navigation bar includes 'Administrator', 'Home', 'Help', and 'Logout'. The sidebar on the left lists 'Students', 'Learning Event Editor', 'Learning Event Recorder', and 'Student Needs Mgmt'. The main content area is titled 'Students' and includes links for 'Simple Search', 'Advanced Search', 'Add New', and 'Help'. Below this is a 'Search' tab and a 'Results' tab. The 'Search Students' section contains instructions: 'Enter the ID or Description, select the type of search from the drop-down menu, and click "Search" to browse results. Enter an exact ID and select "Exact" from the drop-down menu to go directly to a record. The search is case sensitive by default. You can choose case insensitive search which applies to criteria typed in. Be aware of case insensitive search could take long time.'

Case sensitive search: ☐ Yes ☒ No

Student ID: Exact

Last Name: Exact

First Name: Exact

Middle Initial: Exact

Student Status: ☒ Active ☐ Not Active ☐ Both

Domains: [Select from list](#) or By ID Exact

Search Reset

Search Capabilities: Advanced Search

- Custom fields appear as criteria for the Advanced Search

The screenshot displays the 'Advanced Search' interface within the 'Training Administrator' system. The interface is divided into a left sidebar and a main search area. The sidebar contains a logo at the top, followed by navigation links: 'Student Management', 'Reports', and 'Tools'. Below these, a list of menu items is shown: 'Students' (highlighted), 'Learning Event Editor', 'Learning Event Recorder', and 'Student Needs Mgmt'. The main search area contains various criteria for searching, each with a text input field and a dropdown menu for search type (e.g., 'Exact'). The criteria include: 'Student ID', 'Last Name', 'First Name', 'Middle Initial', 'Student Status' (with radio buttons for 'Active', 'Not Active', and 'Both'), 'Domains' (with a 'Select from list' link and a 'By ID' field), 'Components Completed' (with a 'Select from list' link and a 'by Type' dropdown), 'Components Needs' (with a 'Select from list' link and a 'by Type' dropdown), 'Job Positions' (with a 'Select from list' link and a 'By ID' field), 'Qualifications' (with a 'Select from list' link and a 'By ID' field), 'Training Administrator' (with a 'Select from list' link and a 'By ID' field), 'Privacy Officer' (with a 'Select from list' link and a 'By ID' field), 'Deployed' (with a 'Select from list' link and a 'By ID' field), and 'Security Officer' (with a 'Select from list' link and a 'By ID' field). At the bottom right, there are 'Search' and 'Reset' buttons.

Administrator [Home](#) [Help](#) [Logout](#)

[Student Management](#) | [Reports](#) | [Tools](#)

[Students](#)
[Learning Event Editor](#)
[Learning Event Recorder](#)
[Student Needs Mgmt](#)

Student ID:

Last Name:

First Name:

Middle Initial:

Student Status: ☒ Active ☐ Not Active ☐ Both

Domains: [Select from list](#) or By ID

Components Completed: [Select from list](#) or by Type: ID:

Components Needs: [Select from list](#) or by Type: ID:

Job Positions: [Select from list](#) or By ID

Qualifications: [Select from list](#) or By ID

Training Administrator: [Select from list](#) or By ID

Privacy Officer: [Select from list](#) or By ID

Deployed: [Select from list](#) or By ID

Security Officer: [Select from list](#) or By ID

Domain Search: Enter Domain ID

1. Click Student Management



2. Enter Domain ID

3. Click Search

The screenshot displays the EBCARE Administrator interface. At the top, there's a navigation bar with 'Administrator', 'Home', 'Help', and 'Logout' links. Below this is a sub-navigation bar with 'Student Management', 'Reports', and 'Tools'. The left sidebar lists 'Students', 'Learning Event Editor', 'Learning Event Recorder', and 'Student Needs Mgmt'. The main content area is titled 'Students' and includes links for 'Simple Search', 'Advanced Search', 'Add New', and 'Help'. A '> Search' link is also present. The 'Search' tab is active, showing a 'Search Students' section. Instructions state: 'Enter the ID or Description, select the type of search from the drop-down menu, and click "Search" to browse results. Enter an exact ID and select "Exact" from the drop-down menu to go directly to a record. The search is case sensitive by default. You can choose case insensitive search which applies to criteria typed in. Be aware of case insensitive search could take long time.' The 'Case sensitive search' section has radio buttons for 'Yes' and 'No', with 'No' selected. Below this are input fields for 'Student ID:', 'Last Name:', 'First Name:', and 'Middle Initial:', each with a dropdown menu set to 'Exact'. The 'Student Status' section has radio buttons for 'Active', 'Not Active', and 'Both', with 'Active' selected. The 'Domains' section has a link 'Select from list' or a 'By ID' field with '0024' entered and a dropdown set to 'Exact'. At the bottom right, a red arrow points to the 'Search' button, with a 'Reset' button next to it.

Domain Search: Select from List

1. Click Select from list

The screenshot shows the TRICARE Administrator interface. The top navigation bar includes links for [Home](#), [Help](#), and [Logout](#). Below this is a secondary navigation bar with [Student Management](#), [Reports](#), and [Tools](#). The left sidebar contains links for [Students](#), [Learning Event Editor](#), [Learning Event Recorder](#), and [Student Needs Mgmt](#). The main content area is titled **Students** and includes links for [Simple Search](#), [Advanced Search](#), [Add New](#), and [Help](#). Below the title is a search section with tabs for **Search** and **Results**. The **Search** tab is active, showing the **Search Students** form. The form includes instructions: "Enter the ID or Description, select the type of search from the drop-down menu, and click 'Search' to browse results. Enter an exact ID and select 'Exact' from the drop-down menu to go directly to a record. The search is case sensitive by default. You can choose case insensitive search which applies to criteria typed in. Be aware of case insensitive search could take long time." The form has fields for **Case sensitive search:** (radio buttons for Yes and No, with No selected), **Student ID:**, **Last Name:**, **First Name:**, **Middle Initial:**, **Student Status:** (radio buttons for Active, Not Active, and Both, with Active selected), and **Domains:**. The **Domains:** section has a red arrow pointing to the [Select from list](#) link, followed by the word "or" and a **By ID** section with a text input field and a dropdown menu set to **Exact**. At the bottom right are **Search** and **Reset** buttons.

Domain Search: Add or Search

2. If you know the Domain ID, enter it (or multiple IDs separated by a comma) in the textbox, and click **Add** to create the filter

OR

Perform a search for an exact ID or a wildcard search and click **Search**

Administrator Home Help Logout

Student Management | Reports | Tools

Students
Learning Event Editor
Learning Event Recorder
Student Needs Mgmt

Students | Simple Search | Advanced Search | Help

> Search > by Domains

Create Filter View Filter

Create Domains Filter For Students

Add IDs manually or create the qualification filter using the search below. The search is case sensitive by default. You can choose case insensitive search which applies to criteria typed in. Be aware of case insensitive search could take long time.

Add IDs (separate multiple IDs using a comma)

Domain ID: Add

Search Domains

Case sensitive search: ☐ Yes ☒ No

Domain ID: Exact

Description: Starts With

Search Reset

Search Reset

Training Administrator Functionality

Domain Search: Create Data Filter

3. Select “Top Level Only” +/-or “Include Sub Domains”
4. Click **Add to Filter**

The screenshot shows the TRICARE Student Management interface. The top navigation bar includes 'Student Management | Reports | Tools'. The left sidebar lists 'Students', 'Learning Event Editor', 'Learning Event Recorder', and 'Student Needs Mgmt'. The main content area is titled 'Students' and includes links for 'Simple Search', 'Advanced Search', and 'Help'. Below this, there's a section for '> Search > by Domains' with 'Create Filter' and 'View Filter' buttons. A purple banner reads 'Select Domains from List' with a '<< Search Again' link. A red arrow points to the 'Add to Filter' button. Below the banner, there's a 'Show 30 records/page (1,473 total records) Go' and 'Page 1 of 50. Go > >|' section. A table lists domains with columns for ID, Description, Levels, Top Level Only, and Include Sub Domains. The table shows the following data:

ID	Description	Levels	Top Level Only	Include Sub Domains
<input checked="" type="checkbox"/> 00001	MILITARY HEALTH SYSTEM	0	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> 00002	NAVY	1	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> HSOJAX	HSO Jacksonville	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> HSO SD	HSO SAN DIEGO	2	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> BUMED	HQ Staff Bureau of Medicine and Surgery	2	<input type="checkbox"/>	<input type="checkbox"/>
MMSO	Military Medical Support Office	2	<input type="checkbox"/>	
FHGREATLAKES	Naval Reserve Fleet Hospital Great Lakes	2	<input type="checkbox"/>	
FHFORTDIX	Naval Reserve Fleet Hospital Fort Dix	2	<input type="checkbox"/>	
FHDALLAS	Naval Reserve Fleet Hospital Dallas	2	<input type="checkbox"/>	
<input checked="" type="checkbox"/> HSO NOR	HSO NORFOLK	2	<input type="checkbox"/>	<input type="checkbox"/>

Domain Search: Submit Data Filter

5. Review your data filter
6. Click **Submit Filter**

The screenshot shows the TRICARE Student Management interface. The top navigation bar includes 'Student Management | Reports | Tools'. The left sidebar lists 'Students', 'Learning Event Editor', 'Learning Event Recorder', and 'Student Needs Mgmt'. The main content area is titled 'Students' and includes links for 'Simple Search', 'Advanced Search', and 'Help'. Below this, there's a section for '> Search > by Domains' with 'Create Filter' and 'View Filter' buttons. The 'View Domain Results' section contains an 'Add IDs' form with a 'Domain ID' input field and an 'Add' button. Below that is an 'Edit Domain Results' section with instructions on how to use the 'Submit Filter', 'Remove Checked IDs', and 'Reset' buttons. At the bottom, there's a table with columns: 'Domain ID', 'Description', 'Levels', 'Remove Select / Deselect All', and 'Include Sub Domains'. The table has one row for 'HSOJAX' with description 'HSO Jacksonville', level '2', and 'Include Sub Domains' set to 'Yes'. A red arrow points to the 'Submit Filter' button at the bottom of the page.

Administrator [Home](#) [Help](#) [Logout](#)

[Student Management](#) | [Reports](#) | [Tools](#)

[Students](#)
Learning Event Editor
Learning Event Recorder
Student Needs Mgmt

Students | [Simple Search](#) | [Advanced Search](#) | [Help](#)

> [Search](#) > by Domains

[Create Filter](#) [View Filter](#)

View Domain Results

Add IDs
To manually add IDs to your filter, enter the exact IDs (separate multiple entries with commas), and click **Add**. The filter IDs are case sensitive.

Domain ID: [Add](#)

Edit Domain Results
Click **Submit Filter** to add the records listed to your filter. To remove record(s) from this list, use the checkboxes to select, and then click **Removed Checked IDs** to remove the selected records. To include **Sub Domains** of the selected records, click the corresponding checkbox in the **Include Sub Domains** column. Click **Reset** to revert to system default.

[Submit Filter](#) [Remove Checked IDs](#) [Reset](#)

Domain ID	Description	Levels	Remove Select / Deselect All	Include Sub Domains
HSOJAX	HSO Jacksonville	2	<input type="checkbox"/>	Yes

[Submit Filter](#) [Remove Checked IDs](#) [Reset](#)

Domain Search: Perform Search

7. Click Search

- Search results will be returned

The screenshot shows the 'Students' search page in a web application. The top navigation bar includes 'Administrator', 'Home', 'Help', and 'Logout'. Below this is a secondary bar with 'Student Management', 'Reports', and 'Tools'. A left sidebar lists 'Students', 'Learning Event Editor', 'Learning Event Recorder', and 'Student Needs Mgmt'. The main content area is titled 'Students' and includes links for 'Simple Search', 'Advanced Search', 'Add New', and 'Help'. A 'Search' button is highlighted. Below the search bar, instructions state: 'Enter the ID or Description, select the type of search from the drop-down menu, and click "Search" to browse results. Enter an exact ID and select "Exact" from the drop-down menu to go directly to a record. The search is case sensitive by default. You can choose case insensitive search which applies to criteria typed in. Be aware of case insensitive search could take long time.' The form includes fields for 'Student ID', 'Last Name', 'First Name', and 'Middle Initial', each with a search type dropdown menu (all set to 'Exact'). There are radio buttons for 'Case sensitive search' (Yes/No) and 'Student Status' (Active/Not Active/Both). A 'Domains' section shows a dropdown menu with '1 Selected' and a link to 'Select from list'. A red arrow points to the 'Search' button at the bottom right.

Administrator [Home](#) [Help](#) [Logout](#)

[Student Management](#) | [Reports](#) | [Tools](#)

[Students](#)
[Learning Event Editor](#)
[Learning Event Recorder](#)
[Student Needs Mgmt](#)

Students | [Simple Search](#) | [Advanced Search](#) | [Add New](#) | [Help](#)

> Search

Search Results

Search Students

Enter the ID or Description, select the type of search from the drop-down menu, and click "Search" to browse results. Enter an exact ID and select "Exact" from the drop-down menu to go directly to a record. The search is case sensitive by default. You can choose case insensitive search which applies to criteria typed in. Be aware of case insensitive search could take long time.

Case sensitive search: ☐ Yes ☒ No

Student ID:

Last Name:

First Name:

Middle Initial:

Student Status: ☒ Active ☐ Not Active ☐ Both

Domains: [Select from list](#) or [By ID](#)

[Search](#) [Reset](#)

Training Administrator Functionality

Simple Search

- Locating the student record is the first step in accessing student accounts
- Searches can be performed using various criteria and/or multiple criteria
- By default, searches are not case sensitive

Case sensitive search:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Student ID:	<input type="text"/> <input type="button" value="Exact"/>
Last Name:	<input type="text"/> <input type="button" value="Exact"/>
First Name:	<input type="text"/> <input type="button" value="Exact"/>
Middle Initial:	<input type="text"/> <input type="button" value="Exact"/>
Student Status:	<input checked="" type="radio"/> Active <input type="radio"/> Not Active <input type="radio"/> Both
Domains:	Select from list or <input type="button" value="By ID"/> <input type="text"/> <input type="button" value="Exact"/>
<input type="button" value="Search"/> <input type="button" value="Reset"/>	

Training Administrator Functionality

Simple Search

1. Click **Student Management**



2. Enter search criteria



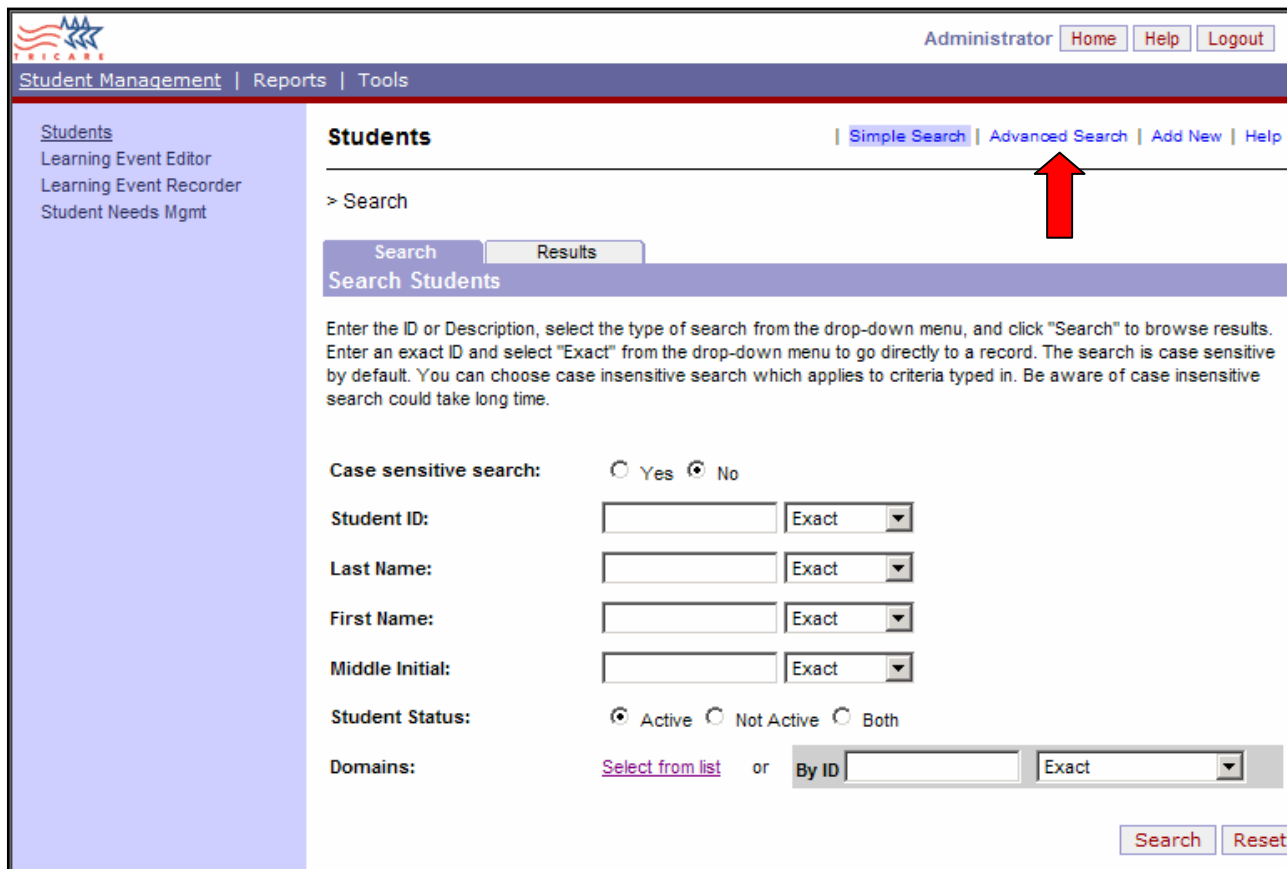
3. Click **Search**

The screenshot displays the AASD Administrator web application. The top navigation bar includes links for 'Student Management', 'Reports', and 'Tools'. The left sidebar contains a 'Students' link, which is highlighted by a red arrow from the first instruction. Below the sidebar, the main content area is titled 'Students' and includes links for 'Simple Search', 'Advanced Search', 'Add New', and 'Help'. The 'Simple Search' tab is active, showing a search form with the following fields: 'Case sensitive search' (radio buttons for 'Yes' and 'No', with 'No' selected), 'Student ID' (text input and 'Exact' dropdown), 'Last Name' (text input with 'Williams' and 'Exact' dropdown), 'First Name' (text input with 'George' and 'Exact' dropdown), 'Middle Initial' (text input and 'Exact' dropdown), 'Student Status' (radio buttons for 'Active', 'Not Active', and 'Both', with 'Active' selected), and 'Domains' (a 'Select from list' link, an 'or' separator, and a 'By ID' section with a text input containing '0024' and an 'Exact' dropdown). A red arrow points to the 'Search' button at the bottom right of the form.

Training Administrator Functionality

Advanced Search (1 of 6)

1. Click Student Management
2. Click Advanced Search




The screenshot shows the 'Students' section of the 'Student Management' system. The top navigation bar includes 'Administrator', 'Home', 'Help', and 'Logout'. Below this, the 'Student Management' section has links for 'Reports' and 'Tools'. The left sidebar lists 'Students', 'Learning Event Editor', 'Learning Event Recorder', and 'Student Needs Mgmt'. The main content area is titled 'Students' and includes links for 'Simple Search', 'Advanced Search', 'Add New', and 'Help'. A red arrow points to the 'Advanced Search' link. Below the navigation bar, there is a 'Search' tab and a 'Results' tab. The 'Search' tab is active, and the page is titled 'Search Students'. The search instructions state: 'Enter the ID or Description, select the type of search from the drop-down menu, and click "Search" to browse results. Enter an exact ID and select "Exact" from the drop-down menu to go directly to a record. The search is case sensitive by default. You can choose case insensitive search which applies to criteria typed in. Be aware of case insensitive search could take long time.' The search criteria include: 'Case sensitive search:' with radio buttons for 'Yes' and 'No' (selected); 'Student ID:', 'Last Name:', 'First Name:', and 'Middle Initial:' each with a text input field and a dropdown menu set to 'Exact'; 'Student Status:' with radio buttons for 'Active' (selected), 'Not Active', and 'Both'; and 'Domains:' with a link 'Select from list' or 'By ID' followed by a text input field and a dropdown menu set to 'Exact'. At the bottom right, there are 'Search' and 'Reset' buttons.

Training Administrator Functionality

Advanced Search (2 of 6)

3. Enter search criteria
in textboxes
- OR
- Click **Select from list**
(i.e. for “Job Positions:”)

Case sensitive search:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Student ID:	<input type="text"/> <input type="button" value="Exact"/>
Last Name:	<input type="text"/> <input type="button" value="Exact"/>
First Name:	<input type="text"/> <input type="button" value="Exact"/>
Middle Initial:	<input type="text"/> <input type="button" value="Exact"/>
Student Status:	<input checked="" type="radio"/> Active <input type="radio"/> Not Active <input type="radio"/> Both
Domains:	Select from list or By ID <input type="text"/> <input type="button" value="Exact"/>
Components Completed:	Select from list or by Type: <input type="text"/> ID: <input type="text"/> <input type="button" value="Exact"/>
Components Needs:	Select from list or by Type: <input type="text"/> ID: <input type="text"/> <input type="button" value="Exact"/>
Job Positions:	 Select from list or By ID <input type="text"/> <input type="button" value="Exact"/>
Qualifications:	Select from list or By ID <input type="text"/> <input type="button" value="Exact"/>
Training Administrator:	Select from list or By ID <input type="text"/> <input type="button" value="Exact"/>
Privacy Officer:	Select from list or By ID <input type="text"/> <input type="button" value="Exact"/>
Deployed:	Select from list or By ID <input type="text"/> <input type="button" value="Exact"/>
Security Officer:	Select from list or By ID <input type="text"/> <input type="button" value="Exact"/>

Training Administrator Functionality

Advanced Search (3 of 6)

4. Enter specific Job Position ID in textbox
OR
Click **Search** for a wildcard search

Students | [Simple Search](#) | [Advanced Search](#) | [Help](#)

> [Advanced Search](#) > by Job Positions

[Create Filter](#) [View Filter](#)

Create Job Positions Filter For Students

Add IDs manually or create the filter using the search below. The search is case sensitive by default. You can choose case insensitive search which applies to criteria typed in. Be aware of case insensitive search could take long time.

Add IDs (separate multiple IDs using a comma)

Job Positions ID: [Add](#)

Search Job Positions

[Search](#) [Reset](#)

Case sensitive search: ☐ Yes ☒ No

Job Position ID:

Description:

Domains: [Select from list](#) or By ID

Qualifications: [Select from list](#) or By ID

Proficiency Profiles: [Select from list](#) or By ID

[Search](#) [Reset](#)

Training Administrator Functionality

Advanced Search (4 of 6)

5. Select appropriate job position
6. Click **Submit Selection**

Students | [Simple Search](#) | [Advanced Search](#) | [Help](#)

> [Advanced Search](#) > by Job Positions

Create Filter View Filter

Select Job Positions from list

[<< Search Again](#)

Submit Selection Reset

Show records/page (10 total records)

Select / Deselect all on page

ID	Description	Select
000061	Administrative Support Services	<input checked="" type="checkbox"/>
000062	Ancillary Clinical	<input type="checkbox"/>
000063	Business / Finance Office	<input type="checkbox"/>
000064	Facility Support Services	<input type="checkbox"/>
000065	Information Management	<input type="checkbox"/>
000066	Medical Records/Patient Administration	<input type="checkbox"/>
000067	Nursing	<input type="checkbox"/>
000068	Provider	<input type="checkbox"/>
000069	Senior Executive Staff	<input type="checkbox"/>
000070	Volunteers	<input type="checkbox"/>

Show records/page (10 total records)

Select / Deselect all on page

Submit Selection Reset

Training Administrator Functionality

Advanced Search (5 of 6)

7. Click Submit Filter

Students | [Simple Search](#) | [Advanced Search](#) | [Help](#)

> [Advanced Search](#) > by Job Positions

[Create Filter](#) | [View Filter](#)

View Job Positions Results

This screen allows you to view and edit the items you have selected. You can also Add additional IDs to your list. The "Submit Filter" button will submit your selected items to the previous search. The filter IDs are case sensitive.


Job Positions ID: [Add](#)

[Submit Filter](#) [Remove Checked IDs](#) [Reset](#)

[Select / Deselect](#) all on page

ID	Description	Remove
000061	Administrative Support Services	<input type="checkbox"/>

[Select / Deselect](#) all on page

 [Submit Filter](#) [Remove Checked IDs](#) [Reset](#)

Training Administrator Functionality

Advanced Search (6 of 6)

8. Click **Search** (note screen shot below is truncated)

The screenshot shows the 'Advanced Search' interface for 'Students' in the 'Training Administrator' system. The interface is divided into a left sidebar and a main search area. The sidebar contains links for 'Students', 'Learning Event Editor', 'Learning Event Recorder', and 'Student Needs Mgmt'. The main search area has a 'Search' tab and a 'Results' tab. Below the tabs, there is a text box for entering search criteria and a 'Search' button, which is highlighted with a red arrow. The search criteria include: 'Case sensitive search' (radio buttons for 'Yes' and 'No', with 'No' selected), 'Student ID' (text input and 'Exact' dropdown), 'Last Name' (text input and 'Exact' dropdown), 'First Name' (text input and 'Exact' dropdown), 'Middle Initial' (text input and 'Exact' dropdown), 'Student Status' (radio buttons for 'Active', 'Not Active', and 'Both', with 'Active' selected), 'Domains' (a link 'Select from list' or a 'By ID' dropdown with 'Exact' selected), 'Components Completed' (a link 'Select from list' or a 'by Type' dropdown with 'ID' dropdown and 'Exact' selected), 'Components Needs' (a link 'Select from list' or a 'by Type' dropdown with 'ID' dropdown and 'Exact' selected), 'Job Positions' (a link 'Select from list' or a '1 Selected' dropdown with 'By ID' selected), and 'Qualifications' (a link 'Select from list' or a 'By ID' dropdown with 'Exact' selected).

Administrator [Home](#) [Help](#) [Logout](#)


[Student Management](#) | [Reports](#) | [Tools](#)

[Students](#)
Learning Event Editor
Learning Event Recorder
Student Needs Mgmt

Search Results

Search Students

Enter the ID(s) for the entities by which you would like to filter your search and select the type of search from the drop-down menu, or click "Select from list" to select an item from a list. You may choose either a case-sensitive, or a case-insensitive search. Case-insensitive searches may take longer.

 [Search](#) [Reset](#)

Case sensitive search: ☐ Yes ☒ No

Student ID: Exact

Last Name: Exact

First Name: Exact

Middle Initial: Exact

Student Status: ☒ Active ☐ Not Active ☐ Both

Domains: [Select from list](#) or By ID Exact

Components Completed: [Select from list](#) or by Type: ID: Exact

Components Needs: [Select from list](#) or by Type: ID: Exact

Job Positions: [Select from list](#) 1 Selected or By ID

Qualifications: [Select from list](#) or By ID Exact

Training Administrator Functionality

View Student (Search) Results

- Search results are returned for all students in the database who meet the search criteria


The screenshot shows the PRICARE Student Management interface. At the top, there's a navigation bar with 'Administrator', 'Home', 'Help', and 'Logout' buttons. Below this is a menu with 'Student Management', 'Reports', and 'Tools'. On the left, a sidebar lists 'Students', 'Learning Event Editor', 'Learning Event Recorder', and 'Student Needs Mgmt'. The main content area is titled 'Students' and includes links for 'Simple Search', 'Advanced Search', 'Add New', and 'Help'. A sub-header '> Advanced Search' is followed by 'Search' and 'Results' tabs. The 'Results' tab is active, showing 'View Student Results'. Below this, there's a pagination control: 'Show 30 records/page (17,538 total records) Go' and 'Page 1 of 585 Go > >|'. A 'Show All' link is also present. The results are displayed in a table with columns 'Student ID' and 'Name'. The first three rows are: 164438 Trembly, Don B; 123603 ABALOS, JEANNE J; and 454244 ABEL, FREDERIC W. Each row has links for 'View', 'Edit', 'Delete', and 'Copy'.

Student ID	Name	View	Edit	Delete	Copy
164438	Trembly, Don B	View	Edit	Delete	Copy
123603	ABALOS, JEANNE J	View	Edit	Delete	Copy
454244	ABEL, FREDERIC W	View	Edit	Delete	Copy

Navigation Links	
View	Student information can only be seen but not edited
Edit	Student information can be changed

Training Administrator Functionality

View Student Information (From Search Results)



Administrator [Home](#) [Help](#) [Logout](#)

[Student Management](#) | [Reports](#) | [Tools](#)

[Students](#)
Learning Event Editor
Learning Event Recorder
Student Needs Mgmt

Students

| [Simple Search](#) | [Advanced Search](#) | [Add New](#) | [Help](#) |

> Search > [Search Results](#) > View Summary

Student ID: 500958
Name: Test, Test

Commerce	Account Code	Catalog Preview	Preferences		
Prof Profiles	Competencies	Enrollment	Requests	Online Status	Assessments
Summary	Phone Numbers	Custom Fields	Dev Plan	Learning History	Qualifications

View the Student Information

[Edit](#) [Copy...](#) [Delete](#)

Active: Yes
Name: Test, Test
Job Position: 000061 (Administrative Support Services)
Job Location:
Domain: 0024 (NH CAMP PENDLETON)
Organization:
Emp Type:
Emp Status:
Address:
City:
State/Province:
Postal Code:
Country:
Email Address: Test.Test@tma.osd.mil
Hired:
Terminated:
Supervisor:
Resume:

Training Administrator Functionality

Edit Student Information (From Search Results)

1. Click **Edit**
2. Enter new data
3. Click **Apply Changes**

The screenshot displays the TRICARE Student Management interface. The top navigation bar includes 'Administrator', 'Home', 'Help', and 'Logout'. Below this, the 'Student Management' section is active, with links for 'Reports' and 'Tools'. A left sidebar lists 'Students', 'Learning Event Editor', 'Learning Event Recorder', and 'Student Needs Mgmt'. The main content area is titled 'Students' and includes links for 'Simple Search', 'Advanced Search', 'Add New', and 'Help'. The breadcrumb trail shows '> Search > Search Results > Edit Summary'. The student's ID is 500958 and the name is 'Test, Test'. A grid of tabs allows switching between various student data sections: Commerce, Account Code, Catalog Preview, Preferences, Prof Profiles, Competencies, Enrollment, Requests, Online Status, Assessments, Summary (selected), Phone Numbers, Custom Fields, Dev Plan, Learning History, and Qualifications. Below the tabs, a red asterisk indicates required fields, with a note that 'First Name, Last Name and Student Email are required for VLS support'. A red arrow points to the 'Apply Changes' button, which is part of a row containing 'Reset', 'Reset Student Pin', 'Copy...', and 'Delete'. Below the buttons, there is a checkbox for 'Active' which is checked. The form fields include: '* Last: Test', '* First: Mary', 'MI: ', 'Job Position: 000061', 'Job Location: ', '* Domain: 0024', 'Organization: ', 'Emp Type: ', 'Emp Status: ', 'Address: ', 'City: ', and 'State/Province: '.

Training Administrator Functionality

Account Maintenance

- Training Administrators must perform basic account maintenance for students within their domain
 - All account maintenance starts with a search
- Account maintenance tasks include:
 - Locating student identification numbers
 - Unlocking accounts
 - Resetting passwords
 - Activating/Inactivating student accounts
 - Designating “deployed,” Privacy Officer, Security Officer, or Training Administrator status
 - Granting course/examination credit
 - Creating new students (if unable to self register)
- Additional tasks include
 - Running reports

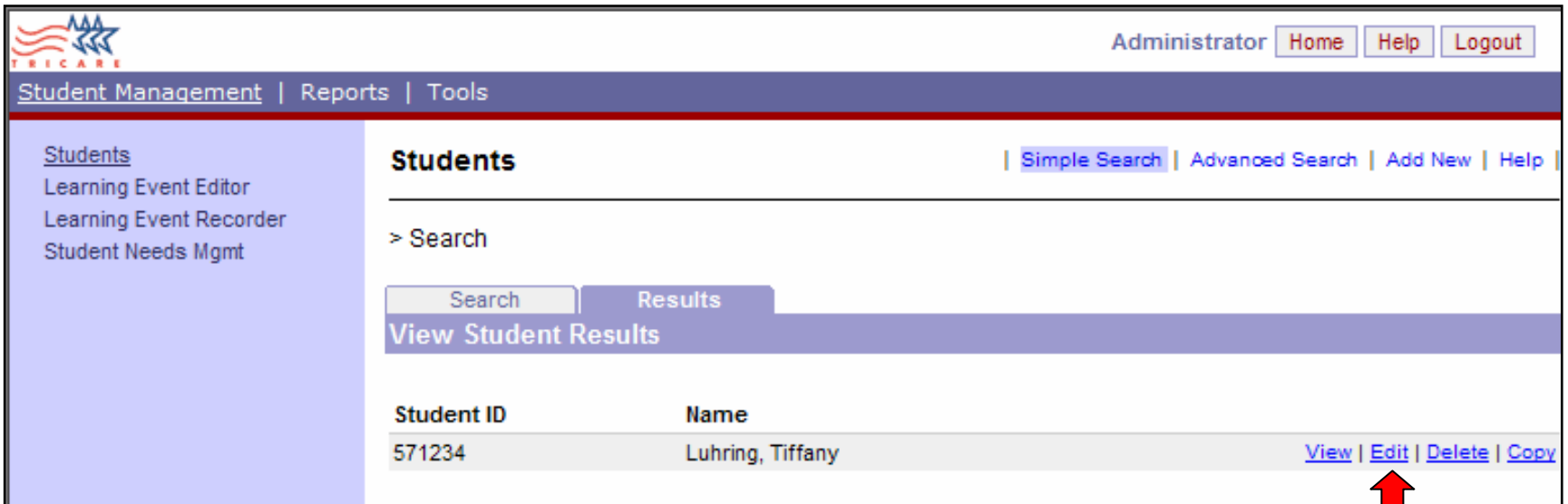
Unlocking Accounts (1 of 3)

- Accounts become locked for students after 3 unsuccessful attempts at logging in
 - Most likely, the student forgot his/her password and may require the password to also be reset
 - Students should contact you, the Training Administrator, rather than the HIPAA Support Center, to have their account reset

Training Administrator Functionality

Unlocking Accounts (2 of 3)

1. Search for the student
2. When you find the correct student, click [Edit](#)

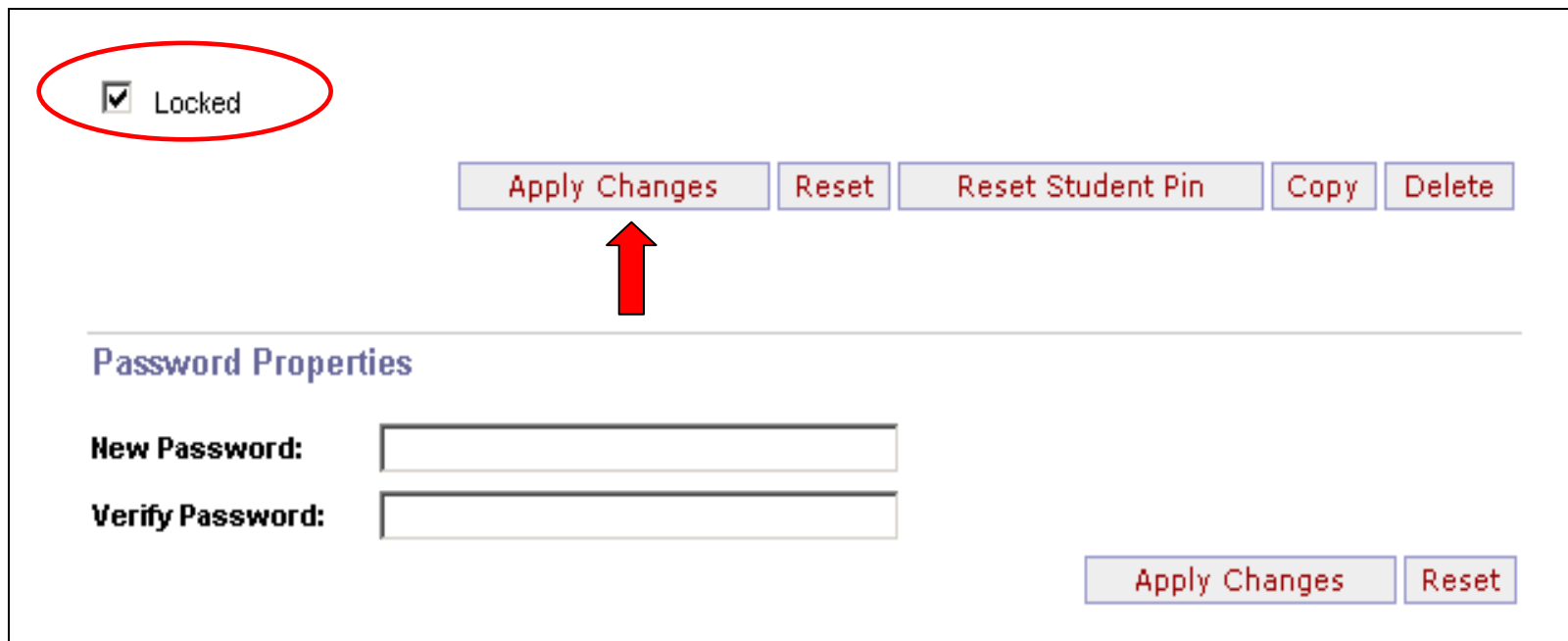


The screenshot displays the TRICARE Administrator interface. At the top, there is a navigation bar with 'Administrator', 'Home', 'Help', and 'Logout' buttons. Below this is a menu bar with 'Student Management', 'Reports', and 'Tools'. A left sidebar contains links for 'Students', 'Learning Event Editor', 'Learning Event Recorder', and 'Student Needs Mgmt'. The main content area is titled 'Students' and includes links for 'Simple Search', 'Advanced Search', 'Add New', and 'Help'. A search bar is present with a 'Search' button and a 'Results' tab. Below the search bar, a table titled 'View Student Results' shows a single entry for Student ID 571234, named 'Luhring, Tiffany'. To the right of the name are links for 'View', 'Edit', 'Delete', and 'Copy'. A red arrow points to the 'Edit' link.

Student ID	Name	View	Edit	Delete	Copy
571234	Luhring, Tiffany	View	Edit	Delete	Copy

Unlocking Accounts (3 of 3)

3. Unlock the account by removing the check mark
4. Click **Apply Changes**



The screenshot displays a web interface for managing user accounts. At the top left, there is a checkbox labeled "Locked" which is currently checked; this checkbox is circled in red. To the right of the checkbox is a row of five buttons: "Apply Changes", "Reset", "Reset Student Pin", "Copy", and "Delete". A large red arrow points upwards from the "Apply Changes" button. Below this row is a section titled "Password Properties" in blue text. Under this title are two input fields: "New Password:" and "Verify Password:". At the bottom right of the "Password Properties" section are two buttons: "Apply Changes" and "Reset".

Resetting Passwords (1 of 3)

- Many students will not remember their passwords
- **Training Administrators are responsible for resetting passwords**
 - The HIPAA Support Center will not reset student passwords
- You must establish a communication flow to students within your MTF for resetting student passwords
- When a student logs in after their password has been reset, they will be prompted to change their password immediately

Training Administrator Functionality

Resetting Passwords (2 of 3)

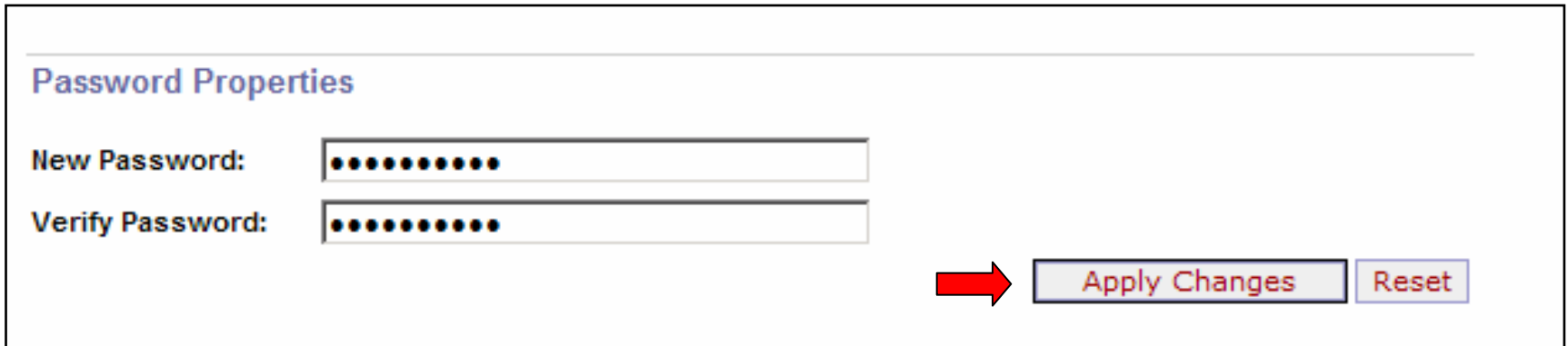
1. Search for the Student
2. When you find the correct student, click **Edit**

The screenshot shows the TRICARE Administrator interface. The top navigation bar includes 'Administrator', 'Home', 'Help', and 'Logout'. The main menu on the left lists 'Students', 'Learning Event Editor', 'Learning Event Recorder', and 'Student Needs Mgmt'. The 'Students' section is active, displaying a search bar and a table of results. The table has columns for 'Student ID' and 'Name'. A single result is shown: Student ID 571234, Name Luhring, Tiffany. To the right of the name are links for 'View', 'Edit', 'Delete', and 'Copy'. A red arrow points to the 'Edit' link.

Student ID	Name	View	Edit	Delete	Copy
571234	Luhring, Tiffany	View	Edit	Delete	Copy

Resetting Passwords (3 of 3)


3. Scroll down to the Password Properties section of the Student Summary screen
4. Enter a password in the New Password and Verify Password fields
5. Click [Apply Changes](#)



Password Properties

New Password:

Verify Password:



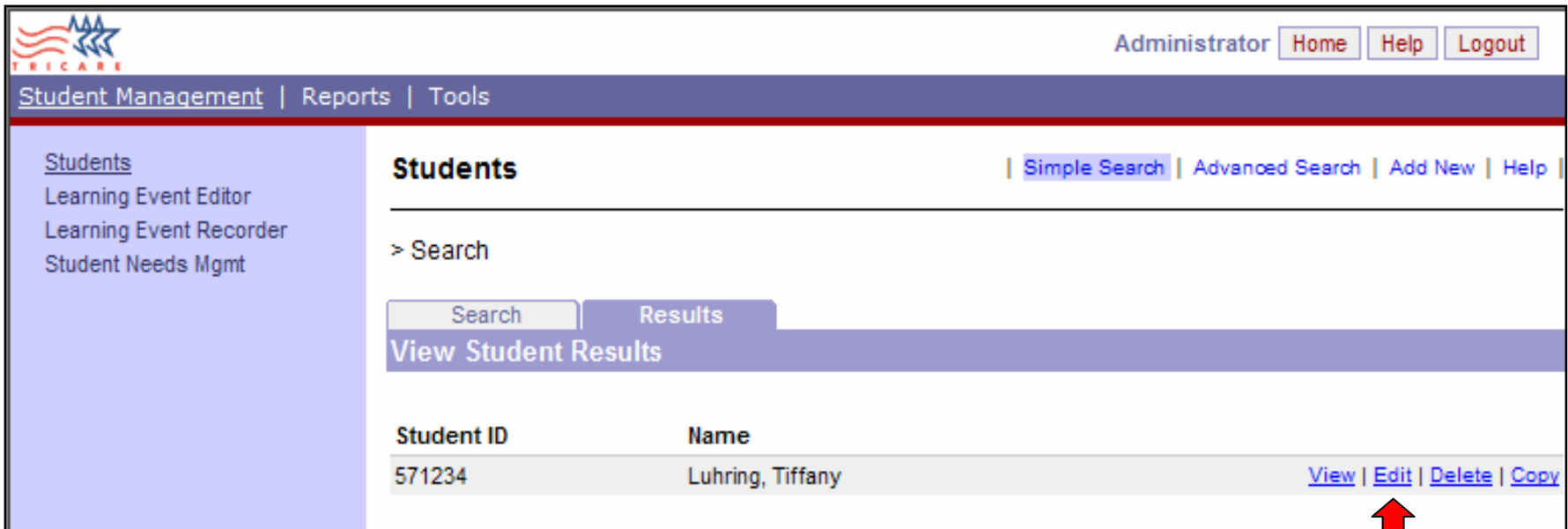
Locating Student IDs (1 of 3)

- Student IDs are required for access to the LMS
- Student IDs are unique, computer generated numbers
- Many will not remember their Student IDs
- Training Administrators are responsible for locating Student IDs
- Training Administrators must ensure that students do not re-register

Training Administrator Functionality

Locating Student IDs (2 of 3)

1. Search for the student
2. Click [Edit](#) to verify the student



The screenshot displays the TRICARE Administrator web application. The top navigation bar includes the TRICARE logo, the role 'Administrator', and links for 'Home', 'Help', and 'Logout'. Below this is a secondary navigation bar with 'Student Management', 'Reports', and 'Tools'. A left-hand sidebar lists menu items: 'Students' (highlighted), 'Learning Event Editor', 'Learning Event Recorder', and 'Student Needs Mgmt'. The main content area is titled 'Students' and includes links for 'Simple Search', 'Advanced Search', 'Add New', and 'Help'. A search bar with a 'Search' button and a 'Results' tab is present. Below the search bar, a purple banner reads 'View Student Results'. A table lists search results with columns for 'Student ID' and 'Name'. One result is shown: Student ID 571234, Name Luhring, Tiffany. To the right of this entry are links for 'View', 'Edit', 'Delete', and 'Copy'. A large red arrow points to the 'Edit' link.

Student ID	Name	View	Edit	Delete	Copy
571234	Luhring, Tiffany	View	Edit	Delete	Copy

Training Administrator Functionality

Locating Student IDs (3 of 3)

3. Locate the Student ID on the top of the Student Summary screen

The screenshot shows the TRICARE Administrator interface. The top navigation bar includes 'Administrator', 'Home', 'Help', and 'Logout'. Below this is a 'Student Management' section with links for 'Reports' and 'Tools'. The left sidebar lists 'Students', 'Learning Event Editor', 'Learning Event Recorder', and 'Student Needs Mgmt'. The main content area is titled 'Students' and includes links for 'Simple Search', 'Advanced Search', 'Add New', and 'Help'. The breadcrumb trail shows '> Search > Search Results > Edit Summary'. The 'Student ID: 571234' is displayed, with a red arrow pointing to it. Below the ID is the 'Name: Luhring, Tiffany'. A grid of tabs is visible, including 'Commerce', 'Account Code', 'Catalog Preview', 'Preferences', 'Prof Profiles', 'Competencies', 'Enrollment', 'Requests', 'Online Status', 'Assessments', 'Summary', 'Phone Numbers', 'Custom Fields', 'Dev Plan', 'Learning History', and 'Qualifications'. The 'Summary' tab is selected. Below the tabs is a section titled 'Edit the Student Information' with a note: '* = Required Fields' and 'First Name, Last Name and Student Email are required for VLS support.' There are buttons for 'Apply Changes', 'Reset', 'Reset Student Pin', 'Copy...', and 'Delete'. The 'Active' checkbox is checked. The form fields include: '* Last: Luhring', '* First: Tiffany', 'MI: ', 'Job Position: 000061', 'Job Location: ', '* Domain: T001', 'Organization: ', 'Emp Type: ', 'Emp Status: ', 'Address: ', 'City: ', and 'State/Province: '.

Inactivating Student Accounts (1 of 2)

- You must inactivate students who are no longer at your facility
 - Do NOT delete the students
- This allows them to be activated upon arrival at the new facility or re-entry into the service
 - The Training Administrator at the receiving facility is responsible for activating the student and changing their domain and email address
- If students are not inactivated, they will continue to appear on your reports
 - This could negatively impact completion statistics

Training Administrator Functionality

Inactivating Student Accounts (2 of 2)

1. Click **Edit** from the Search Results screen
2. Remove the check in the “Active” checkbox
3. Click **Apply Changes**

The screenshot shows the VISCARS Student Management interface. The top navigation bar includes 'Administrator', 'Home', 'Help', and 'Logout'. The main menu on the left lists 'Students', 'Learning Event Editor', 'Learning Event Recorder', and 'Student Needs Mgmt'. The 'Students' section is active, showing a list of tabs: 'Commerce', 'Account Code', 'Catalog Preview', 'Preferences', 'Prof Profiles', 'Competencies', 'Enrollment', 'Requests', 'Online Status', 'Assessments', 'Summary', 'Phone Numbers', 'Custom Fields', 'Dev Plan', 'Learning History', and 'Qualifications'. The 'Summary' tab is selected, displaying the 'Edit the Student Information' form for Student ID: 571234, Name: Luhring, Tiffany. The form includes fields for 'Last', 'First', and 'MI'. The 'Active' checkbox is checked, and a red arrow points to it. The 'Apply Changes' button is highlighted with a red arrow. The form also includes a note: '* = Required Fields' and 'First Name, Last Name and Student Email are required for VLS support.'

Administrator Home Help Logout

Student Management | Reports | Tools

Students | Simple Search | Advanced Search | Add New | Help

> Search > Search Results > Edit Summary

Student ID: 571234
Name: Luhring, Tiffany

Commerce Account Code Catalog Preview Preferences
Prof Profiles Competencies Enrollment Requests Online Status Assessments
Summary Phone Numbers Custom Fields Dev Plan Learning History Qualifications

Edit the Student Information

* = Required Fields
First Name, Last Name and Student Email are required for VLS support.

Apply Changes Reset Reset Student Pin Copy... Delete

☒ Active

* Last: Luhring * First: Tiffany MI:

Job Position: 000061
Job Location:
* Domain: T001
Organization:
Emp Type:
Emp Status:
Address:
City:
State/Province:

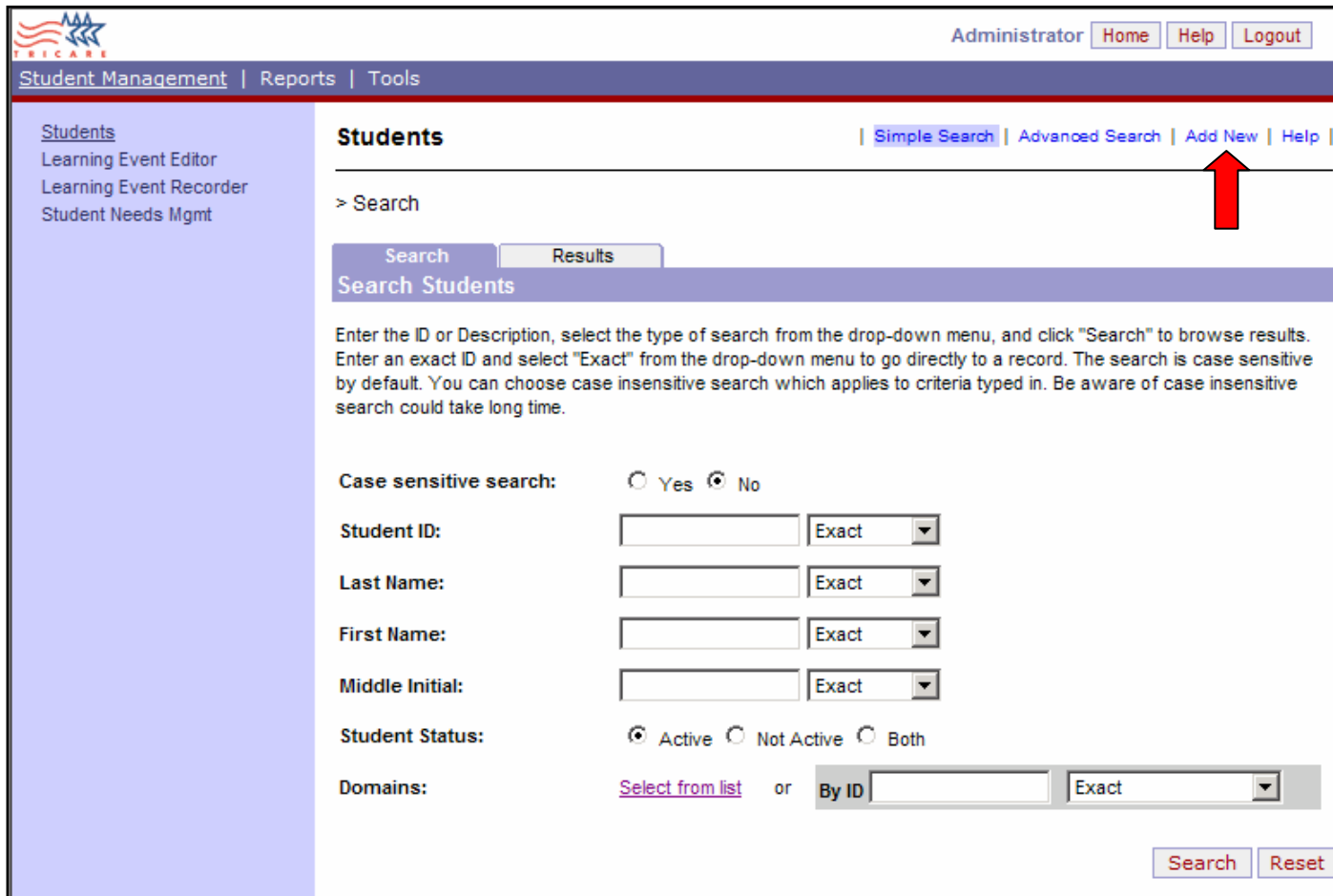
Creating New Students (1 of 4)

- The LMS is a self-registration tool
 - Students should use the self-registration process
- Training Administrators should add new students under very limited circumstances, for example
 - if student does not have access to a computer
 - if student does not speak English
 - if course is taught in a classroom environment
- The Training Administrator is responsible for assigning the password and Student ID

Training Administrator Functionality

Creating New Students (2 of 4)

1. Click **Add New** from the Student Management screen



The screenshot displays the 'Student Management' interface. At the top, there is a navigation bar with 'Administrator', 'Home', 'Help', and 'Logout' links. Below this, a sub-navigation bar includes 'Student Management', 'Reports', and 'Tools'. On the left side, a sidebar menu lists 'Students', 'Learning Event Editor', 'Learning Event Recorder', and 'Student Needs Mgmt'. The main content area is titled 'Students' and includes links for 'Simple Search', 'Advanced Search', 'Add New', and 'Help'. A red arrow points to the 'Add New' link. Below the navigation links, there is a 'Search' section with tabs for 'Search' and 'Results'. The 'Search' tab is active, showing a 'Search Students' form. The form includes instructions: 'Enter the ID or Description, select the type of search from the drop-down menu, and click "Search" to browse results. Enter an exact ID and select "Exact" from the drop-down menu to go directly to a record. The search is case sensitive by default. You can choose case insensitive search which applies to criteria typed in. Be aware of case insensitive search could take long time.' The form has several input fields: 'Student ID', 'Last Name', 'First Name', and 'Middle Initial', each with a corresponding 'Exact' dropdown menu. There are also radio buttons for 'Case sensitive search' (Yes/No) and 'Student Status' (Active/Not Active/Both). At the bottom, there is a 'Domains' section with a 'Select from list' link and a 'By ID' section with an input field and a dropdown menu. 'Search' and 'Reset' buttons are located at the bottom right of the form.

Administrator Home Help Logout

Student Management | Reports | Tools

Students
Learning Event Editor
Learning Event Recorder
Student Needs Mgmt

Students | Simple Search | Advanced Search | **Add New** | Help

> Search

Search Results

Search Students

Enter the ID or Description, select the type of search from the drop-down menu, and click "Search" to browse results. Enter an exact ID and select "Exact" from the drop-down menu to go directly to a record. The search is case sensitive by default. You can choose case insensitive search which applies to criteria typed in. Be aware of case insensitive search could take long time.

Case sensitive search: ☐ Yes ☒ No

Student ID: Exact

Last Name: Exact

First Name: Exact

Middle Initial: Exact

Student Status: ☒ Active ☐ Not Active ☐ Both

Domains: [Select from list](#) or By ID Exact

Search Reset

Training Administrator Functionality

Creating New Students (3 of 4)

2. Check “Auto Generate”
3. Enter Name
4. Select Job Position
5. Enter Domain
6. Enter email address
7. Click **Add**

The screenshot shows the VLS Administrator interface for creating a new student. The interface includes a sidebar with navigation links, a top navigation bar, and a main form area. Red arrows point to specific fields: 'Auto Generate', 'Last', 'First', 'Domain', and 'Email Address'. The 'Add' button is also highlighted with a red arrow.

Administrator [Home](#) [Help](#) [Logout](#)

[Student Management](#) | [Reports](#) | [Tools](#)

[Students](#)
Learning Event Editor
Learning Event Recorder
Student Needs Mgmt

Students | [Simple Search](#) | [Advanced Search](#) | [Add New](#) | [Help](#)

> Add New

Add New Student Information

* = Required Fields
First Name, Last Name and Student Email are required for VLS support.

* Student ID: ☒ Auto Generate **Add** **Reset**

Active: ☒

* Last: * First: MI:

Job Position:

Job Location:

* Domain:

Organization:

Emp Type:

Emp Status:

Address:

City:

State/Province:

Postal Code:

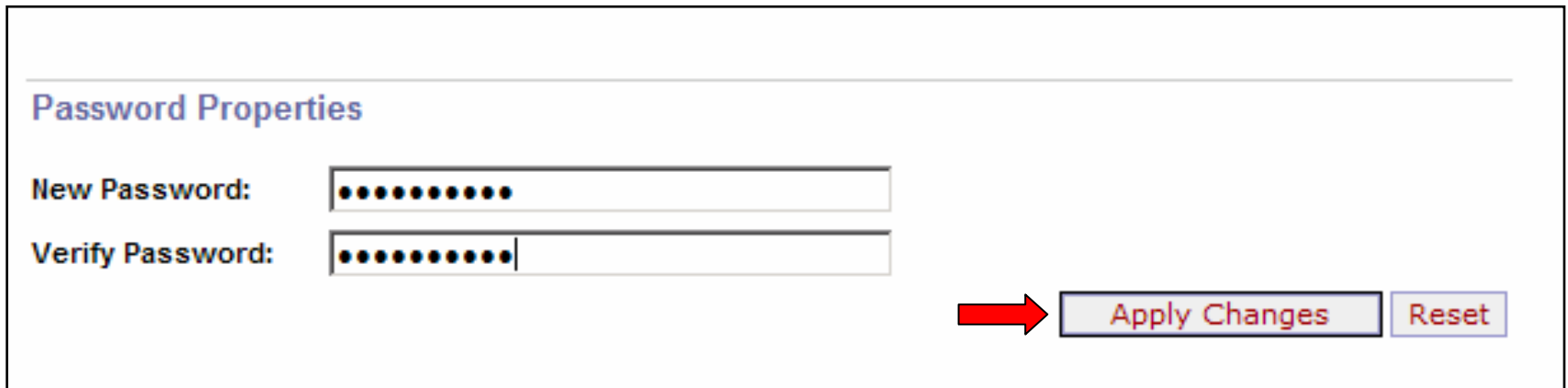
Country:

Email Address:

Creating New Students (4 of 4)

Note: You do not have to create a password for new students

8. Scroll to the bottom of the page
9. Enter a password in the New Password and Verify Password fields
10. Click **Apply Changes**



The screenshot shows a form titled "Password Properties". It contains two input fields: "New Password:" and "Verify Password:". Both fields are filled with masked characters (dots). To the right of the "Verify Password:" field, there is a red arrow pointing to a button labeled "Apply Changes". Next to the "Apply Changes" button is another button labeled "Reset".

Training Administrator Functionality

New Custom Fields

- 4 new custom fields are available in each student record
 - Deployed
 - Training Administrator
 - Privacy Officer
 - Security Officer
- Only Training Administrators have access to these fields

Training Administrator Functionality

New Custom Fields: Deployed

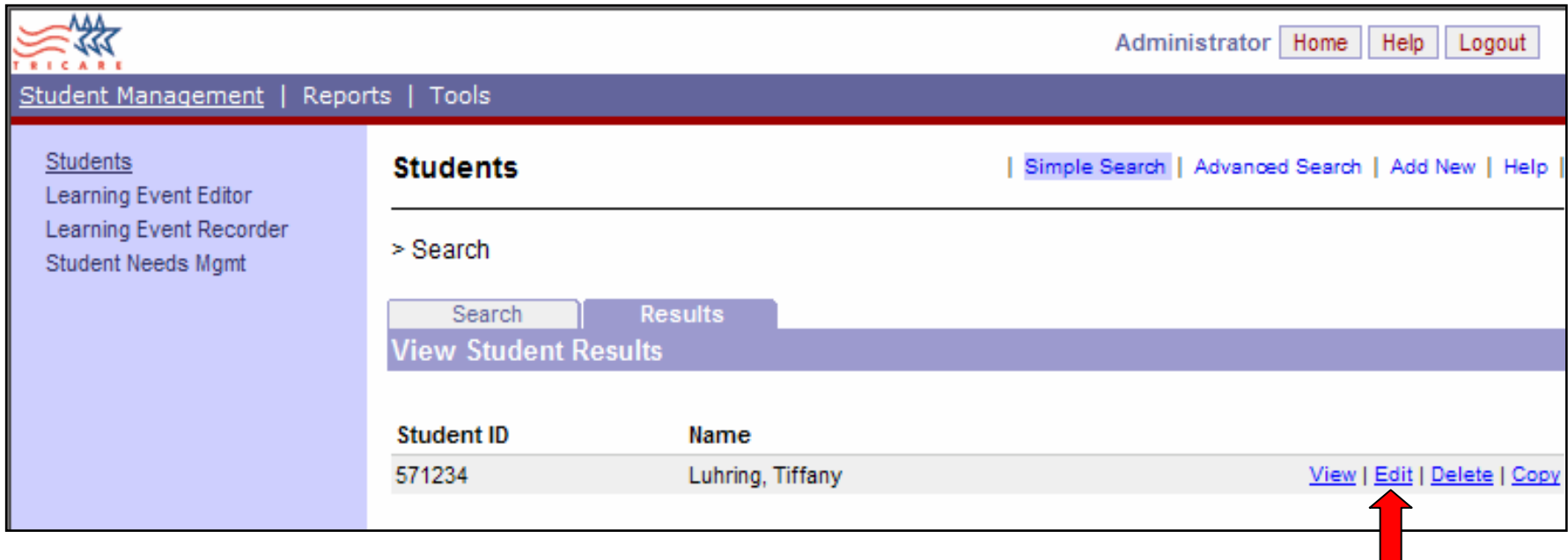
- Deployed students are not included in the training completion statistics
- The number of deployed students appears in the custom reports
- This field was added in response to user input
- Training Administrators are responsible for accurately maintaining student records

New Custom Fields: Training Admins, Privacy and Security Officers

- These fields will aid in compliance reporting
 - The new fields are available as search criteria in the advanced search
 - When combined with the Domain in a search, the results will be all individuals assigned as those roles pertinent to that organization

Designating a Student as Deployed (1 of 3)

1. Locate the student by searching on known criteria
2. Click **Edit**



The screenshot displays the TRICARE Administrator web application. The top navigation bar includes the TRICARE logo, the role 'Administrator', and links for 'Home', 'Help', and 'Logout'. Below this is a secondary navigation bar with 'Student Management', 'Reports', and 'Tools'. The left sidebar contains a menu with 'Students' (highlighted), 'Learning Event Editor', 'Learning Event Recorder', and 'Student Needs Mgmt'. The main content area is titled 'Students' and includes links for 'Simple Search', 'Advanced Search', 'Add New', and 'Help'. A search bar with a 'Search' button and a 'Results' tab is present. Below the search bar, a table lists student information. The table has columns for 'Student ID' and 'Name'. One student is listed: ID 571234, Name 'Luhring, Tiffany'. To the right of the student name are four links: 'View', 'Edit', 'Delete', and 'Copy'. A red arrow points to the 'Edit' link.

Student ID	Name	View	Edit	Delete	Copy
571234	Luhring, Tiffany	View	Edit	Delete	Copy

Training Administrator Functionality

Designating a Student as Deployed (2 of 3)

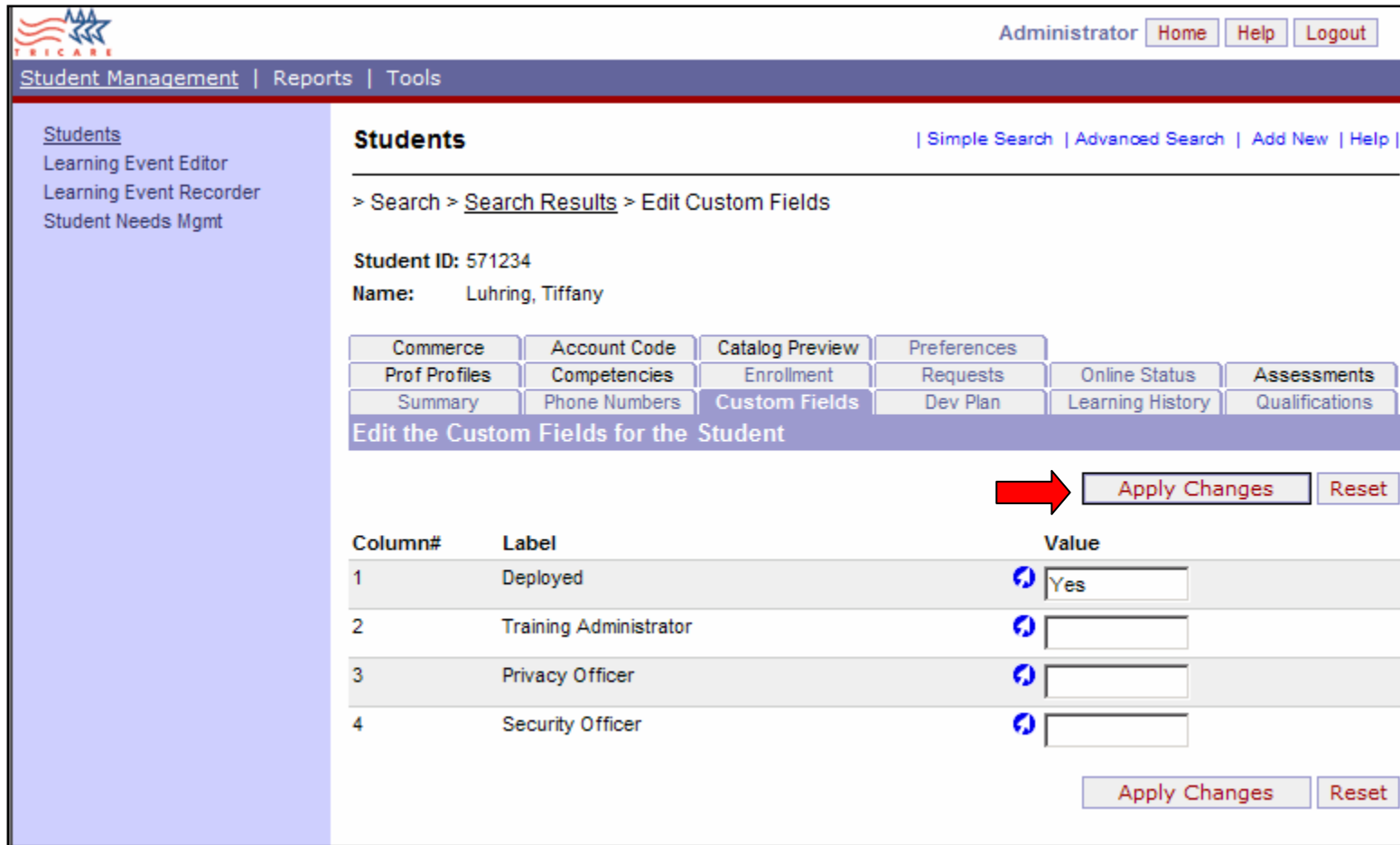
3. Click on the Custom Fields tab

The screenshot shows the 'Students' management interface. On the left is a sidebar with links: [Students](#), [Learning Event Editor](#), [Learning Event Recorder](#), and [Student Needs Mgmt](#). The main header includes 'Administrator' and buttons for 'Home', 'Help', and 'Logout'. Below the header is a navigation bar with 'Student Management', 'Reports', and 'Tools'. The main content area is titled 'Students' and includes links for 'Simple Search', 'Advanced Search', 'Add New', and 'Help'. A breadcrumb trail shows '> Search > Search Results > Edit Summary'. The student details shown are 'Student ID: 571234' and 'Name: Luhring, Tiffany'. A grid of tabs is displayed, with 'Custom Fields' highlighted by a red arrow. The tabs include: Commerce, Account Code, Catalog Preview, Preferences, Prof Profiles, Competencies, Enrollment, Requests, Online Status, Assessments, Summary, Phone Numbers, Custom Fields, Dev Plan, Learning History, and Qualifications. Below the tabs is a section titled 'Edit the Student Information' with a red asterisk indicating required fields. A note states: '* = Required Fields. First Name, Last Name and Student Email are required for VLS support.' Below this are buttons for 'Apply Changes', 'Reset', 'Reset Student Pin', 'Copy...', and 'Delete'. The form fields include: 'Active' (checked), 'Last' (Luhring), 'First' (Tiffany), 'MI' (empty), 'Job Position' (000061), 'Job Location' (empty), 'Domain' (T001), 'Organization' (empty), 'Emp Type' (empty), 'Emp Status' (empty), 'Address' (empty), 'City' (empty), and 'State/Province' (empty).

Training Administrator Functionality

Designating a Student as Deployed (3 of 3)

4. Enter **Yes** in Value column for Deployed
5. Click **Apply Changes**



The screenshot shows the TRICARE Student Management interface. The top navigation bar includes 'Administrator', 'Home', 'Help', and 'Logout'. The main navigation bar has 'Student Management', 'Reports', and 'Tools'. The left sidebar lists 'Students', 'Learning Event Editor', 'Learning Event Recorder', and 'Student Needs Mgmt'. The main content area is titled 'Students' and includes links for 'Simple Search', 'Advanced Search', 'Add New', and 'Help'. Below this, a breadcrumb trail shows '> Search > Search Results > Edit Custom Fields'. The student's ID is 571234 and the name is 'Luhring, Tiffany'. A grid of tabs allows switching between various student data sections: Commerce, Account Code, Catalog Preview, Preferences, Prof Profiles, Competencies, Enrollment, Requests, Online Status, Assessments, Summary, Phone Numbers, Custom Fields (selected), Dev Plan, Learning History, and Qualifications. Below the tabs, a section titled 'Edit the Custom Fields for the Student' contains a table with four columns: Column#, Label, and Value. The first row is for 'Deployed' with the value 'Yes'. The other three rows are for 'Training Administrator', 'Privacy Officer', and 'Security Officer', each with an empty text box. A red arrow points to the 'Apply Changes' button, which is located next to a 'Reset' button. At the bottom right, there are additional 'Apply Changes' and 'Reset' buttons.

Administrator [Home](#) [Help](#) [Logout](#)

[Student Management](#) | [Reports](#) | [Tools](#)

[Students](#)
Learning Event Editor
Learning Event Recorder
Student Needs Mgmt

Students | [Simple Search](#) | [Advanced Search](#) | [Add New](#) | [Help](#)

> Search > [Search Results](#) > Edit Custom Fields

Student ID: 571234
Name: Luhring, Tiffany

Commerce	Account Code	Catalog Preview	Preferences
Prof Profiles	Competencies	Enrollment	Requests
Summary	Phone Numbers	Custom Fields	Dev Plan
Online Status	Assessments	Learning History	Qualifications

Edit the Custom Fields for the Student

[Apply Changes](#) [Reset](#)

Column#	Label	Value
1	Deployed	<input type="text" value="Yes"/>
2	Training Administrator	<input type="text"/>
3	Privacy Officer	<input type="text"/>
4	Security Officer	<input type="text"/>

[Apply Changes](#) [Reset](#)

Training Administrator Functionality

Removing Deployed Status

1. Delete “**Yes**” from the Value column for Deployed
2. Click **Apply Changes**

The screenshot shows the 'Training Administrator' web interface. The top navigation bar includes 'Administrator', 'Home', 'Help', and 'Logout'. The main menu on the left lists 'Students', 'Learning Event Editor', 'Learning Event Recorder', and 'Student Needs Mgmt'. The main content area is titled 'Students' and includes links for 'Simple Search', 'Advanced Search', 'Add New', and 'Help'. Below this, a breadcrumb trail shows '> Search > Search Results > Edit Custom Fields'. The student's ID is 571234 and the name is 'Luhring, Tiffany'. A grid of tabs is visible, with 'Custom Fields' selected. Below the tabs, a table titled 'Edit the Custom Fields for the Student' has columns for 'Column#', 'Label', and 'Value'. The first row shows '1' for 'Deployed' with a dropdown menu. A red arrow points to the 'Apply Changes' button at the bottom right of the table.

Column#	Label	Value
1	Deployed	<input type="text"/>
2	Training Administrator	<input type="text"/>
3	Privacy Officer	<input type="text"/>
4	Security Officer	<input type="text"/>

Note: “NO” is Not an option. The only option is “Yes” or blank.
Blank implies “NO.”

Training Administrator Functionality

Searching for Deployed Students

1. Log in
2. Click **Student Management**
3. Click **Advanced Search**
4. Enter your Domain
5. Enter **Yes** in the “Deployed:” field
6. Click **Search**

Note:

This does not create a report. Search results can be printed using the print function of your browser.

The screenshot displays the 'Student Management' interface with a sidebar menu on the left containing 'Students', 'Learning Event Editor', 'Learning Event Recorder', and 'Student Needs Mgmt'. The main content area is titled 'Student Management | Reports | Tools'. The 'Advanced Search' form for 'Students' includes the following fields and options:





- Student ID:** Text input, Exact dropdown
- Last Name:** Text input, Exact dropdown
- First Name:** Text input, Exact dropdown
- Middle Initial:** Text input, Exact dropdown
- Student Status:** Radio buttons for Active (selected), Not Active, Both
- Domains:** Select from list (highlighted with a red arrow) or By ID 0024, Exact dropdown
- Components Completed:** Select from list or by Type dropdown, ID input, Exact dropdown
- Components Needs:** Select from list or by Type dropdown, ID input, Exact dropdown
- Job Positions:** Select from list or By ID input, Exact dropdown
- Qualifications:** Select from list or By ID input, Exact dropdown
- Training Administrator:** Select from list or By ID input, Exact dropdown
- Privacy Officer:** Select from list or By ID input, Exact dropdown
- Deployed:** Select from list (highlighted with a red arrow) or By ID Yes, Exact dropdown
- Security Officer:** Select from list or By ID input, Exact dropdown

At the bottom right, there are 'Search' and 'Reset' buttons, with a red arrow pointing to the 'Search' button.

Training Administrator Functionality

Other Custom Fields

- These additional custom fields function the same as the “deployed” custom field

Column#	Label	Value
1	Deployed	 <input type="text"/>
2	Training Administrator	 <input type="text"/>
3	Privacy Officer	 <input type="text"/>
4	Security Officer	 <input type="text"/>

Training Administrator Functionality

Multiple Custom Fields

- Selecting multiple fields for the search criteria results in an “and” functionality, not an “or”
 - Example:
 - Selecting “Training Administrator” and “Deployed” results in only those individuals who fulfill **both** criteria being returned in the search

Training Administrator Functionality

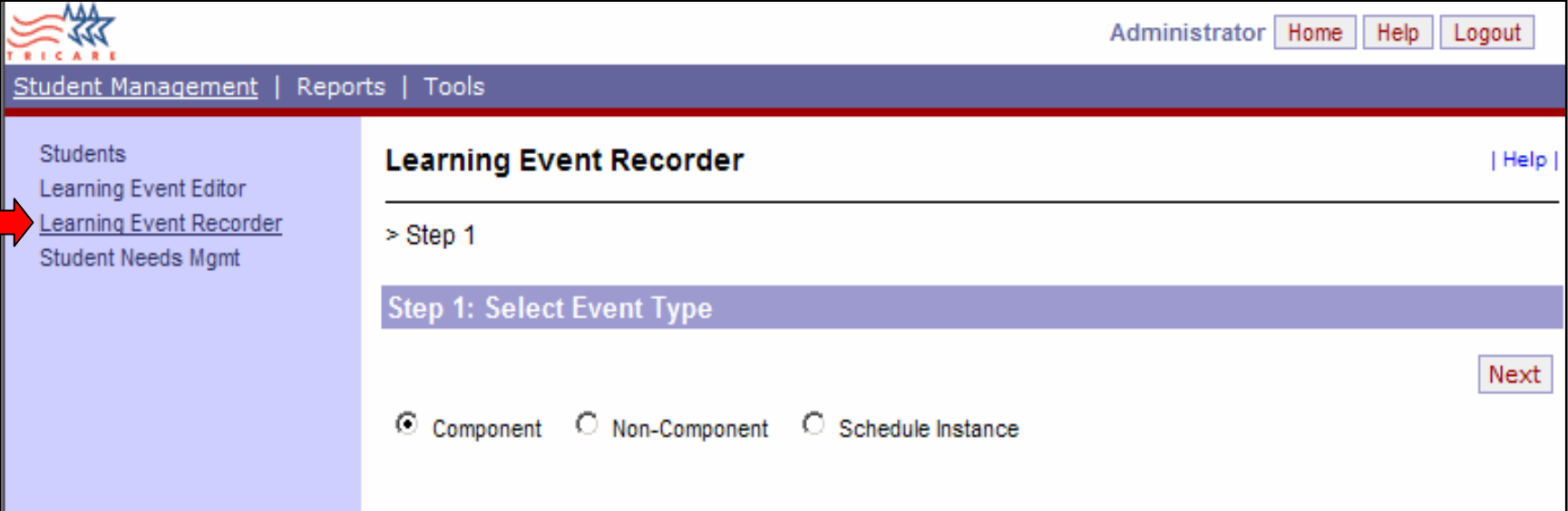
Granting Course Credit

- As a Training Administrator, you can grant course credit in the following instances:
 - Training was given in a group/classroom setting
 - A student was deleted from the system but still has his/her printed certificates
 - A duplicate record exists and you are combining the multiple student records
 - Note: There is no merge capability in the LMS
- Print certificates upon completion of a course

Granting Course Credit: Learning Event Recorder (1 of 10)

- The Learning Event Recorder is a wizard that will step you through the process of granting credit for completed courses

1. Click Learning Event Recorder



The screenshot displays the TRICARE Administrator web application. At the top left is the TRICARE logo. The top right corner shows the user role 'Administrator' and navigation buttons for 'Home', 'Help', and 'Logout'. Below this is a dark blue navigation bar with links for 'Student Management', 'Reports', and 'Tools'. On the left side, a light blue sidebar contains a list of options: 'Students', 'Learning Event Editor', 'Learning Event Recorder', and 'Student Needs Mgmt'. A red arrow points to the 'Learning Event Recorder' link. The main content area is titled 'Learning Event Recorder' with a 'Help' link. Below the title, it indicates '> Step 1' and a section header 'Step 1: Select Event Type'. At the bottom of this section are three radio button options: 'Component' (which is selected), 'Non-Component', and 'Schedule Instance'. A 'Next' button is located in the bottom right corner of the main content area.

Granting Course Credit: Learning Event Recorder (2 of 10)

- Component is selected by default for Event Type


2. Click **Next**

Learning Event Recorder [| Help |](#)

> Step 1

Step 1: Select Event Type

☒ Component ☐ Non-Component ☐ Schedule Instance

 **Next**

Always use
“Component”

Granting Course Credit: Learning Event Recorder (3 of 10)

3. Select Component Type
4. Enter Component ID (must be all capital letters)


Learning Event Recorder [| Help |](#)

> Step 1 > Step 2

Step 2: Select Component

[Previous](#) [Next](#)

*** = Required Fields**

*** Component Type:** 

*** Component ID:**

Revision Date:

Title:

Granting Course Credit: Learning Event Recorder (4 of 10)

5. Complete required fields
6. Click **Next**

Learning Event Recorder [| Help |](#)

> Step 1 > Step 2 > Step 3

Step 3: Enter Learning Event Information

[Previous](#) [Next](#)

*** = Required Fields**

Component: ONLINE PRIVACY101 (Rev 1/16/2003 01:28:24 PM Eastern Standard Time)

Title: Privacy Awareness

Instructor: 

Default Grade:

*** Default Completion Status:** COMPLETE (Completed Online Course) - For Credit

*** Completion Date:**  7/9/2004

*** Completion Time:** 04:41:41 PM

*** Time Zone:**  EST

Default Price (USD):

Total Hours:

Credit Hours:

Contact Hours:

CPE:

Granting Course Credit: Learning Event Recorder (5 of 10)

7. Enter Student ID
8. Click [Add](#)

Learning Event Recorder [| Help |](#)

> Step 1 > Step 2 > Step 3 > Step 4

Step 4: Select Students

[Previous](#) [Next](#)

*** = Required Fields**

Add Students

Enter 'Student ID' or [add one or more from list.](#)

*** Student ID:** [Add](#)

Edit Selected Students

There are no students in the list. Please add student before proceeding.

Granting Course Credit: Learning Event Recorder (6 of 10)

9. Student is added to the list

10. Click **Next**

Learning Event Recorder [| Help |](#)

> Step 1 > Step 2 > Step 3 > Step 4

Step 4: Select Students

Previous

Next

* = Required Fields

Add Students

Enter 'Student ID' or [add one or more from list.](#)

* **Student ID:**

Add

Edit Selected Students

Apply Changes

[Select](#) / [Deselect](#) all on page

Student ID	Name	Remove
68355	Colantuoni, Amanda, J	<input type="checkbox"/>

[Select](#) / [Deselect](#) all on page

Apply Changes

Granting Course Credit: Learning Event Recorder (7 of 10)

11. Click Next


Learning Event Recorder [| Help |](#)

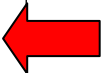
> Step 1 > Step 2 > Step 3 > Step 4 > Step 5

Step 5: Edit Student Event Information

Previous

Next

Student	Comments	Grade	Status
68355 (Colantuoni, Amanda, J)	<input type="text"/>	<input type="text"/>	COMPLETE (Completed Online Course) - For Credit 



Granting Course Credit: Learning Event Recorder (8 of 10)

12. Click [Next](#)

Learning Event Recorder [| Help |](#)

> Step 1 > Step 2 > Step 3 > Step 4 > Step 5 > Step 6

Step 6: Edit Student Event Financial Information

Previous

Next

For each student you may either enter the Price and Cost and Profit Centers or you may enter an order ticket.

Student	Price (USD) (1000,001.01)	Cost Center Account Codes	Profit Center Account Codes	Order Ticket
68355 (Colantuoni, Amanda, J)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Edit](#)

Granting Course Credit: Learning Event Recorder (9 of 10)

13. Click **Finish**

Learning Event Recorder [| Help |](#)

> Step 1 > Step 2 > Step 3 > Step 4 > Step 5 > Step 6 > Step 7

Step7: Record Event

Previous

Finish

Component: ONLINE **PRIVACY101** (Rev 1/16/2003 01:28:24 PM Eastern Standard Time)
Component Title: Privacy Awareness
Instructor:
Completion Date: 7/9/2004 06:49:39 PM Eastern Standard Time
Contact Hours:
Auto Competency: ☐
Total Hours:
CPE:
Default Tuition:
Credit Hours:

Student	Status	Grade	Price Cost (USD)	Cost Centers	Profit Centers	Order Ticket
68355 (Colantuoni, Amanda, J)	COMPLETE (Completed Online Course)					

Comments:

Granting Course Credit: Learning Event Recorder (10 of 10)

14. View Status

Finished

Status:

- The learning event has been successfully recorded.

Start Over

Generate Completion Certificates

Learning event that provide credits have been successfully recorded for the following student(s).

Student ID	Name
68355	Colantuoni, Amanda, J

PrintEmail

Training Administrator Functionality

Granting Course Credit: Dev Plan (1 of 4)

- This gives credit for the course ONLY, not the exam
 1. Search for the Student
 2. Click **Edit** from the Search Results screen
 3. Access Student's Development Plan

The screenshot displays the TRICARE Student Management interface. At the top, there is a navigation bar with 'Administrator', 'Home', 'Help', and 'Logout' buttons. Below this is a menu bar with 'Student Management', 'Reports', 'Tools', and 'System Admin'. The left sidebar contains a list of links: 'Students', 'Learning Event Editor', 'Learning Event Recorder', 'Competency', 'Assessment Editor', 'Competency', 'Assessment Recorder', and 'Student Needs Mgmt'. The main content area is titled 'Students' and includes links for 'Simple Search', 'Advanced Search', 'Add New', and 'Help (F1)'. Below this, a breadcrumb trail shows '> Search > Search Results > Edit Summary'. The student's details are listed: 'Student ID: 384313' and 'Name: Jane Doe'. A series of tabs are visible: 'Billing Info', 'Prof Profiles', 'Competencies', 'Enrollment', 'Requests', 'Online Status', 'Shipping Info', 'Summary', 'Phone Numbers', 'Custom Fields', 'Dev Plan', 'Learning History', and 'Qualifications'. The 'Dev Plan' tab is highlighted with a red arrow. Below the tabs, there is a section titled 'Edit the Student Information' with buttons for 'Apply Changes', 'Reset', 'Reset Student Pin', 'Copy', and 'Delete'. The form includes a checkbox for 'Active' (checked), and input fields for 'Last: Doe', 'First: Jane', and 'MI:'. Below these are several fields with circular icons: 'Job Position' (000061), 'Job Location', 'Domain' (00005), 'Organization', 'Company', 'Emp Type', 'Emp Status', and 'Address'.

Granting Course Credit: Dev Plan (2 of 4)

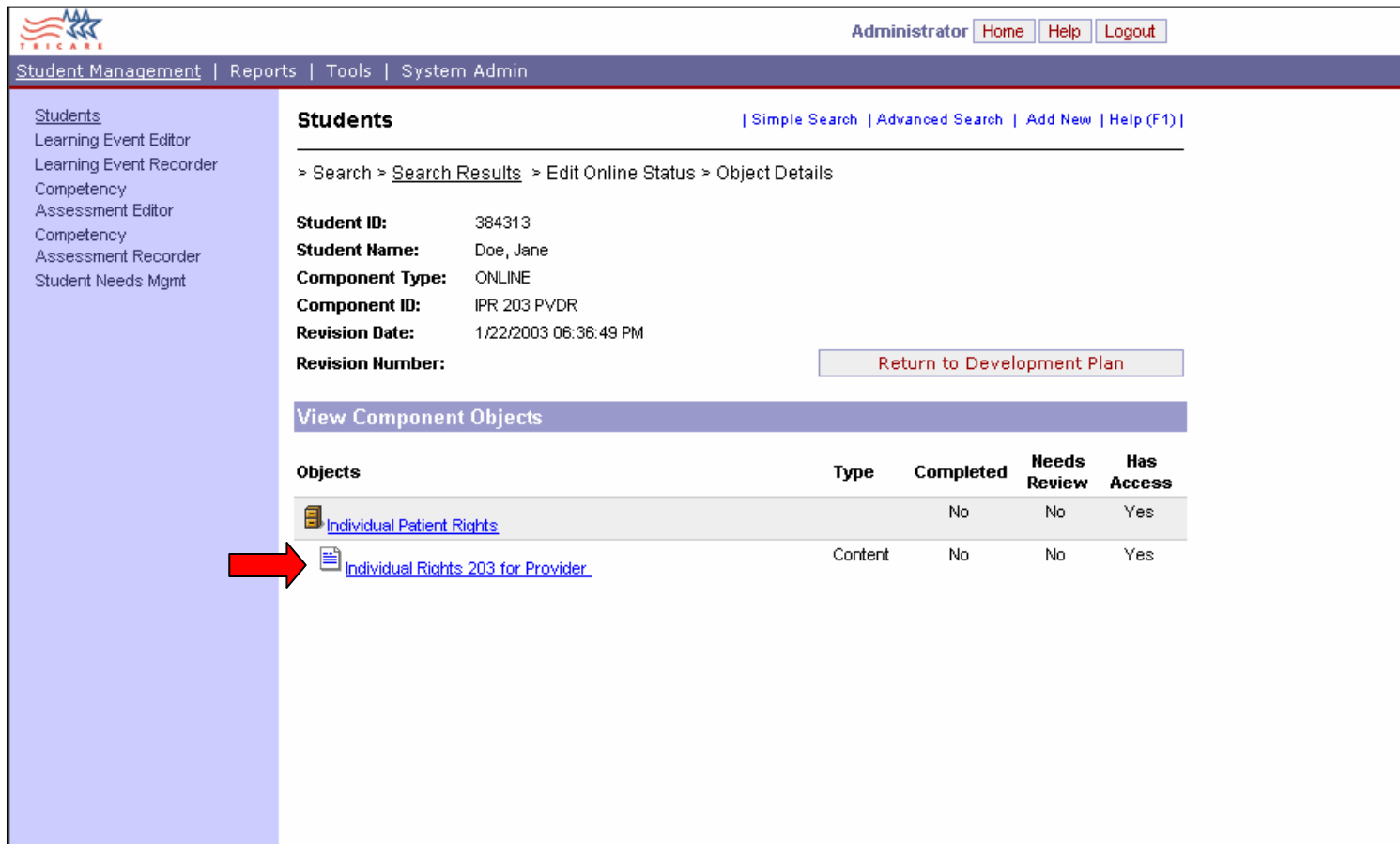
- Click the **Object Details** link for the course for which you will grant credit

The screenshot shows the TRICARE Administrator interface. The top navigation bar includes 'Student Management', 'Reports', 'Tools', and 'System Admin'. The left sidebar lists various functions like 'Students', 'Learning Event Editor', etc. The main content area is titled 'Students' and shows a search result for 'Student ID: 384313' and 'Name: Doe, Jane'. Below this, there are tabs for 'Billing Info', 'Prof Profiles', 'Competencies', 'Enrollment', 'Requests', 'Online Status', 'Shipping Info', 'Summary', 'Phone Numbers', 'Custom Fields', 'Dev Plan', 'Learning History', and 'Qualifications'. The 'Dev Plan' tab is selected. Under 'Edit the Student', there is a section 'Update the Development Plan for the Student' with 'View' options (All, Needs, Requirements) and a 'Sort By' dropdown set to 'Component'. There are 'Apply Changes' and 'Reset' buttons. Below this is a table with columns: Component, Title, Add User, Learning Information, and Remove. The table lists four courses: 'ONLINE IPR 203 PVDR', 'ONLINE HPP 202 PVDR', 'ONLINE PHI 201 PVDR', and 'ONLINE PRIVACY101'. Each row has a red arrow pointing to the 'Object Details' link in the 'Learning Information' column.

Component	Title	Add User	Learning Information	Remove
ONLINE IPR 203 PVDR (Rev 1/22/2003 06:36:49 PM)	Individual Patient Admin Rights	Admin	Reqd. Date: <input type="text"/> Days Rem: <input type="text"/> Req Type: OPTIONAL Qual ID: ASS Compl Date: Assigned: 4/7/2004 Object Details	
ONLINE HPP 202 PVDR (Rev 1/21/2003 08:04:15 PM)	Notice of Privacy Practices	Admin	Reqd. Date: <input type="text"/> Days Rem: <input type="text"/> Req Type: REQ Qual ID: ASS Compl Date: Assigned: 4/7/2004 Object Details	
ONLINE PHI 201 PVDR (Rev 1/21/2003 08:09:25 PM)	Protected Health Information	Admin	Reqd. Date: <input type="text"/> Days Rem: <input type="text"/> Req Type: REQ Qual ID: ASS Compl Date: Assigned: 4/7/2004 Object Details	
ONLINE PRIVACY101 (Rev 1/16/2003 01:28:24)	Privacy Awareness	Admin	Reqd. Date: <input type="text"/> Days Rem: <input type="text"/> Req Type: REQ Qual ID: ASS Compl Date:	

Granting Course Credit: Dev Plan (3 of 4)

5. Click on the name of the course





The screenshot shows the TRICARE Administrator interface. The top navigation bar includes links for [Home](#), [Help](#), and [Logout](#). The main menu on the left lists various functions: [Students](#), [Learning Event Editor](#), [Learning Event Recorder](#), [Competency](#), [Assessment Editor](#), [Competency](#), [Assessment Recorder](#), and [Student Needs Mgmt](#). The main content area is titled 'Students' and includes a breadcrumb trail: [Search](#) > [Search Results](#) > [Edit Online Status](#) > [Object Details](#). Below this, the following information is displayed:

- Student ID:** 384313
- Student Name:** Doe, Jane
- Component Type:** ONLINE
- Component ID:** IPR 203 PVDR
- Revision Date:** 1/22/2003 06:36:49 PM
- Revision Number:**

A button labeled [Return to Development Plan](#) is located to the right of the revision number.

Below the student information, there is a section titled 'View Component Objects' which contains a table of objects:

Objects	Type	Completed	Needs Review	Has Access
 Individual Patient Rights		No	No	Yes
 Individual Rights 203 for Provider	Content	No	No	Yes

A red arrow points to the link [Individual Rights 203 for Provider](#) in the table.

Granting Course Credit: Dev Plan (4 of 4)

6. Check the “Finished” box
7. Check the “Complete as of” box
8. Click **Apply Changes**

The screenshot displays the TRICARE Student Management interface. The top navigation bar includes 'Administrator', 'Home', 'Help', and 'Logout'. The main menu on the left lists 'Students', 'Learning Event Editor', 'Learning Event Recorder', and 'Student Needs Mgmt'. The 'Students' section is active, showing a breadcrumb trail: '> Search> Search Results > Edit Online Status > Object Details > Edit Content Object'. The form displays the following details:

- Student ID: 384313
- Student Name: Doe, Jane
- Component Type: ONLINE
- Component ID: IPR 203 PVDR
- Revision Date: 1/22/2003 06:36:49 PM Eastern Standard Time
- Revision Number:
- Object Type: Content
- Object Title: Individual Rights 203 for Provider

A 'Return to Component Objects' button is located next to the Object Title. Below this, the 'Edit Content Object' section contains the following fields:

- Has Access: ☒
- Finished: ☒ (indicated by a red arrow)
- Needs Review: ☐
- Complete: ☒ as of Date: (Current Date) (indicated by a red arrow)
- Initial Access:
- Last Access:
- Total Times:
- Total Time:
- Score (%):

At the bottom right, there are two buttons: 'Apply Changes' and 'Reset'. A red arrow points to the 'Apply Changes' button.

Training Administrator Functionality

Custom Reports

- A custom report can be run to determine completion percentages per qualification
 - Remember: Qualifications are comprised of components
- Components in a qualification (i.e., nursing) are determined by courses assigned to that job position
- Components in the Privacy Refresher and Security qualifications include the course and the exam
 - Exams will be added to all courses in the future

Custom Reports: New Formats

- There is only one custom report
 - The format has been slightly changed
- New functionality includes:
 - An indication of deployed status
 - Amount of time students are delinquent in completing their training
 - Summary numbers of delinquent students
 - Identification of delinquent students by name
- Students who are designated as “deployed” will not affect your training completion statistics
 - “Deployed” students will appear on the report, however will not be included in the completion percentage

Training Administrator Functionality

Custom Reports (1 of 11)

1. Click [Reports](#) to access the reporting function
2. Click [Custom Reports](#)
3. Leave fields blank and click [Search](#)

Custom Reports | [Simple Search](#) | [Advanced Search](#) | [Add New](#) | [Help](#) |

> Search

Search

Results

Search Custom Reports


Enter the ID or Description, select the type of search from the drop-down menu, and click "Search" to browse results. Enter an exact ID and select "Exact" from the drop-down menu to go directly to a record. The search is case sensitive by default. You can choose case insensitive search which applies to criteria typed in. Be aware of case insensitive search could take long time.

Case sensitive search: ☒ Yes ☐ No

Report Name:

Description:

Custom Report Status: ☒ Active ☐ Not Active ☐ Both



Training Administrator Functionality

Custom Reports (2 of 11)

4. Click Run


Custom Reports | [Simple Search](#) | [Advanced Search](#) | [Help](#)

> Search

Search

Results

Custom Report Search Results

Report Name	Description
PassPercentageReport	 Run

Training Administrator Functionality

Custom Reports (3 of 11)

5. For Domain, click [Select from list](#)


Pass Percentage for Job Positions | [Run Report](#) | [Help](#)


> Run Report

Run Pass Percentage for Job Positions

ReportTitle:

Report Format: ☐ XML ☐ CSV ☐ EXCEL ☐ HTML ☒ PDF

Report Header: 

Domain:  [Select from list](#) or By ID

Qualification: [Select from list](#) or By ID

Qualification Type: [Select from list](#) or By ID

Include Student Details: ☐ Yes ☒ No ☐ High Level Report

[Run Report](#) [Schedule Job](#) [Reset](#)

Training Administrator Functionality

Custom Reports (4 of 11)

6. Enter Domain ID
7. Click **Search**

Search Domains


Search **Reset**

Case sensitive search: ☒ Yes ☐ No

Domain ID:

Description:

Domain Type: [Select from list](#) or **By ID**

 **Search** **Reset**

Training Administrator Functionality

Custom Reports (5 of 11)

8. Check “Top Level Only”
9. Click **Add to Filter**

Pass Percentage for Job Positions | [Run Report](#) | [Help](#) |

> [Run Report](#) > by Domain


[Create Filter](#) [View Filter](#)

Select Domains from List


[<< Search Again](#)

[Add to Filter](#) [Reset](#)

[Select](#) / [Deselect](#) all on page

ID	Description	Levels	Top Level Only	Include Sub Domains
T001	T001	0	 <input checked="" type="checkbox"/>	

[Select](#) / [Deselect](#) all on page

 [Add to Filter](#) [Reset](#)

Training Administrator Functionality

Custom Reports (6 of 11)

10. Click Submit Filter

> [Run Report](#) > by Domain

Create Filter View Filter

View Domain Results

Add IDs

To manually add **IDs** to your filter, enter the exact **IDs** (separate multiple entries with commas), and click **Add**. The filter IDs are case sensitive.


Domain ID: [Add](#)

Edit Domain Results

Click **Submit Filter** to add the records listed to your filter. To remove record(s) from this list, use the checkboxes to select, and then click **Removed Checked IDs** to remove the selected records. To include **Sub Domains** of the selected records, click the corresponding checkbox in the **Include Sub Domains** column. Click **Reset** to revert to system default.

[Submit Filter](#) [Remove Checked IDs](#) [Reset](#)

Domain ID	Description	Levels	Remove Select / Deselect All	Include Sub Domains
T001	T001	0	<input type="checkbox"/>	No

 [Submit Filter](#) [Remove Checked IDs](#) [Reset](#)

Training Administrator Functionality

Custom Reports (7 of 11)

- You are returned to Run Pass Percentage for Job Positions page

11. Click [Select from list](#) link next to Qualification Type

Pass Percentage for Job Positions | [Run Report](#) | [Help](#)

> Run Report

Run Pass Percentage for Job Positions


ReportTitle:

Report Format: ☐ XML ☐ CSV ☐ EXCEL ☐ HTML ☒ PDF

Report Header:

Domain: [Select from list](#) or By ID

Qualification: [Select from list](#) or By ID

Qualification Type:  [Select from list](#) or By ID

Include Student Details: ☐ Yes ☒ No ☐ High Level Report

[Run Report](#) [Schedule Job](#) [Reset](#)

Training Administrator Functionality

Custom Reports (8 of 11)

12. Enter Qualification Type ID

13. Click **Search**

Create FilterView Filter

Create Qualification Types Filter For Pass Percentage for Job Positions

Add IDs manually or create the filter using the search below. The search is case sensitive by default. You can choose case insensitive search which applies to criteria typed in. Be aware of case insensitive search could take long time.

Add IDs (separate multiple IDs using a comma)

Qualification Types ID:

Add

Search Qualification Types

SearchReset

Case sensitive search:☒ Yes ☐ No

Qualification Type ID:

Description:

SearchReset

Training Administrator Functionality

Custom Reports (9 of 11)

14. Select the Qualification Type

15. Click **Submit Selection**

Pass Percentage for Job Positions | [Run Report](#) | [Help](#)

> [Run Report](#) > by Qualification Type

[Create Filter](#) [View Filter](#)

Select Qualification Types from list

[<< Search Again](#)

[Submit Selection](#) [Reset](#)

[Select / Deselect](#) all on page

ID	Description	Select
PR	PRIVACY REFRESHER	 <input checked="" type="checkbox"/>

[Select / Deselect](#) all on page

 [Submit Selection](#) [Reset](#)

Training Administrator Functionality

Custom Reports (10 of 11)

16. Click Submit Filter

Submit FilterRemove Checked IDsReset

Select / Deselect all on page

ID	Description	Remove
PR	PRIVACY REFRESHER	<input type="checkbox"/>

Select / Deselect all on page

Submit FilterRemove Checked IDsReset

Training Administrator Functionality

Custom Reports (11 of 11)

17. Click Run Report


Pass Percentage for Job Positions | [Run Report](#) | [Help](#) |

> Run Report

Run Pass Percentage for Job Positions

ReportTitle:

Report Format: ☐ XML ☐ CSV ☐ EXCEL ☐ HTML ☒ PDF


Report Header: 

Domain: [Select from list](#) or [By ID](#)

Qualification: [Select from list](#) or [By ID](#)

Qualification Type: [Select from list](#) or [By ID](#)

Include Student Details: ☐ Yes ☒ No ☐ High Level Report



Training Administrator Functionality

Include Student Details: No

- Note “Delinquent” numbers

The screenshot displays the Training Administrator web application. The top navigation bar includes links for Student Management, Scheduling, Learning, Commerce, Resources, References, Reports, Tools, and System Admin. The left sidebar lists various report categories, with 'Student Reports' and 'Background Report Jobs' expanded. The main content area shows the 'Pass Percentage for Job Positions' report. This report includes a summary table with metrics such as the number of students, completion rates, and delinquency counts across different timeframes. Below the summary is a 'Domain Summary' table that breaks down these metrics by domain (T001). At the bottom, a 'Report Details' table provides a granular view of the data for each job position (Administrative and Support Services) within the specified domain.

Administrator [Home](#) [Help](#) [Logout](#)

[Student Management](#) | [Scheduling](#) | [Learning](#) | [Commerce](#) | [Resources](#) | [References](#) | [Reports](#) | [Tools](#) | [System Admin](#)

+ Competency Reports
+ Component & Qualification Reports
 Custom Reports
 External Reports
+ Document Reports
+ Enrollment Reports
+ Exam/Survey Reports
+ Reference Reports
+ Resource Reports
+ Scheduling Reports
+ Student Reports
 Background Report Jobs

Pass Percentage for Job Positions

Summary								
No. of Students:				61				
No. of Students Complete:				6				
No. of Students Incomplete:				55				
Percentage of Students Complete:				9.83%				
Students 31-60 Days Delinquent:				3				
Students 61-90 Days Delinquent:				0				
Students 90+ Days Delinquent:				52				

Domain Summary


Domain ID	Domain	No. of Students Per Domain	No. of Students Complete	No. of Students Incomplete	Percentage of Students Complete	31-60 Days Delinquent	61-90 Days Delinquent	90+ Days Delinquent
T001	T001	61	6	55	9.83%	3	0	52

Report Details

Domain ID	Domain	Job Description	No. of Students Per Job Position	No. of Students Complete	No. of Students Incomplete	Percentage of Students Complete
T001	T001	Administrative Support Services	5	0	5	0%

Training Administrator Functionality

Include Student Details: Yes



[Home](#)
[Help](#)
[Logout](#)

[Student Management](#) |
 [Scheduling](#) |
 [Learning](#) |
 [Commerce](#) |
 [Resources](#) |
 [References](#) |
 [Reports](#) |
 [Tools](#) |
 [System Admin](#)

+ Competency Reports
 + Component & Qualification Reports
[Custom Reports](#)
 External Reports
 + Document Reports
 + Enrollment Reports
 + Exam/Survey Reports
 + Reference Reports
 + Resource Reports
 + Scheduling Reports
 + Student Reports
 Background Report Jobs

Pass Percentage for Job Positions

Summary

No. of Students:	61
No. of Students Complete:	6
No. of Students Incomplete:	55
Percentage of Students Complete:	9.83%

Domain Summary

Domain ID	Domain	No. of Students Per Domain	No. of Students Complete	No. of Students Incomplete	Percentage of Students Complete
T001	T001	61	6	55	9.83%

Report Details

Student Name	Student ID	Completion Percent Per Job	Qual ID	Domain	Domain ID	Deployed	Days Non Compliant
Cisneros, Karla	test	80.00 Volunteers	Nursing	T001	T001		525
Amanda, Test	391686	20.00 Administrative Support Services	ASS	T001	T001	X	461

Training Administrator Functionality

High Level Report

- Note “Deployed” and “Delinquent” numbers

Pass Percentage for Job Positions

Summary

TOTAL No. of Students:	6499	:	
No. of Students:	6496	No. of Students Deployed:	3
No. of Students Complete:	6401	:	
No. of Students Incomplete:	95	:	
Percentage of Students Complete:	98.53%	:	
Students 31-60 Days Delinquent:	18	Deployed Students 31-60 Days Delinquent:	0
Students 61-90 Days Delinquent:	5	Deployed Students 61-90 Days Delinquent:	0
Students 90+ Days Delinquent:	26	Deployed Students 90+ Days Delinquent:	0

Training Administrator Functionality

Summary

- You should now be able to describe how to :
 - Perform the functions of a Training Administrator

Assistance

- HIPAA Support Center
 - Hours of operation: Monday – Friday, 8AM – 5PM EST
 - Contact via email: hipaasupport@tma.osd.mil
- New Users
 - Template information must be submitted
- Future Enhancements

Maintenance

- Scheduled maintenance
 - 48 hour notice
 - Maintenance is communicated to the Training Administrators via the Service Representatives
- Splash Screen
 - Student log in

Summary

- You should now be able to:
 - Describe the purpose of the LMS
 - Assist students with registration
 - Assist students with accessing courses
 - Describe the purpose of course examinations
 - Describe the LMS functionality that is used by a Training Administrator
 - Perform Training Administration tasks

Resources

- DoD 6025.18-R, “DoD Health Information Privacy Regulation”, January 2003
- DoD 8580.X-R, DoD Health Information Security Regulation (Draft)
- www.tricare.osd.mil/tmaprivacy/HIPAA.cfm
- privacymail@tma.osd.mil for subject matter questions
- hipaasupport@tma.osd.mil for tool related questions
- <http://www.tricare.osd.mil/tmaprivacy/Mailing-List.cfm> to subscribe to the TMA Privacy Office E-New
- Service HIPAA Privacy representatives



HEALTH AFFAIRS



Please fill out your critique

Thanks!

